

VOLUME 1  
JOINT FEDERAL TRAVEL REGULATIONS  
CHANGE 150

Alexandria, VA

1 June 1999

These instructions are issued for the information and guidance of all persons in the Uniformed Services. New or revised material is indicated by a star and is effective 1 June 1999 unless otherwise indicated.

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This change includes all material written in MAP Items 15-98, 43-98, 49-98, 11-99(E), 17-99(E), 18-99(E) 19-99(E) and 20-99(E). Insert the attached pages and remove the corresponding pages. This cover page replaces the Change 149 cover page.

BRIEF OF REVISION

These are the major changes made by Change 150:

U1051. States that Government policy is to save lives and protect property by promoting fire safety in establishments that provide lodging.

U3120. Requires uniformed members to use Government contracted sources when arranging official travel.

U3305-B, U3335, U5105-B. Alerts readers that repair items (replacements, grease, oil, antifreeze, towage and other similar expenses) are not reimbursable expenses in connection with using a POC on official travel.

U4102-D; U5120-D. Clarifies that per diem is not payable for TDY en route at either the old or new PDS with an exception for TDY at the old PDS after detachment and a subsequent TDY en route.

U5320; U5385. Explains more visibly the various methods of personally-procured transportation and nontemporary storage of HHG, to implement the new authority for monetary allowances (advances thereof) and to expand the current "DITY" program to encompass not just rental vehicles and self moves but also the direct hiring of moving companies.

U5800; U5805; U5810; U5815. Clarifies the Government's cost/member's reimbursable expenses when the member personally procures storage for a POV at a storage facility not designated by the Services.



0516LP0112857

Chapter 7, Part J. Updates the JFTR to incorporate the new entitlement that pertains to R&R transportation for members at dependent restricted tour locations and on contingencies.

Appendix A. Allows hang gliders and ultralight vehicles to be shipped as HHG.

Appendix J; Appendix K. Refers Appendices J & K Tables to the Per Diem Committee website:  
<http://www.dtic.mil/perdiem>.

## JOINT FEDERAL TRAVEL REGULATIONS

## VOLUME I

Following is a list of sheets in force in Volume 1, Joint Federal Travel Regulations, which are effective after the sheets of this change have been inserted. This list is to be used to verify the accuracy of the Volume. See "Procurement of Regulations" in the Introduction. Single sheets aren't available.

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
88	i	136	U4C-3	134	U5D-5	118	U6A-15
148	iii	147	U4C-5	150	U5D-7	125	U6A-17
148	v	147	U4C-7	150	U5D-9	148	U6A-19
145	U-i	137	U4D-1	142	U5D-11	142	U6A-21
145	U-iii	149	U4E-1	134	U5D-13	147	U6B-1
150	U1-i	147	U4F-1	141	U5D-15	125	U6B-3
147	U1-I	147	U4F-3	139	U5D-17	125	U6B-5
150	U1-3	135	U4G-1	140	U5D-19	128	U6B-7
149	U2-i	126	U4H-1	134	U5D-21	128	U6B-9
145	U2A-1	122	U4H-3	134	U5D-23	125	U6B-11
145	U2A-3	122	U4H-5	144	U5D-25	125	U6B-13
149	U2B-1	146	U4I-1	140	U5D-27	125	U6B-15
149	U2B-3	142	U4I-3	134	U5D-29	147	U6B-17
148	U2C-1	143	U5-i	134	U5D-31	143	U7-i
148	U2C-3	145	U5-iii	143	U5D-33	143	U7-iii
142	U2D-1	148	U5-v	140	U5D-34-1	150	U7-v
115	U2E-1	150	U5-vii	134	U5D-35	143	U7-vii
147	U2F-1	146	U5-ix	142	U5D-37	143	U7-ix
142	U2G-1	146	U5-xi	143	U5D-39	136	U7A-1
150	U3-i	150	U5-xiii	150	U5D-41	143	U7B-1
143	U3-iii	142	U5A-1	147	U5E-1	121	U7C-1
142	U3A-1	142	U5A-3	146	U5E-3	121	U7D-1
150	U3B-1	142	U5A-5	148	U5E-5	121	U7E-1
150	U3B-3	150	U5B-1	146	U5E-7	143	U7F1-1
150	U3B-4-1	150	U5B-3	146	U5E-9	148	U7F2-1
149	U3B-5	150	U5B-5	149	U5F-1	136	U7F3-1
149	U3B-7	131	U5B-7	149	U5F-3	148	U7G-1
149	U3B-9	144	U5B-9	149	U5F-5	143	U7G-3
149	U3B-11	145	U5B-11	149	U5F-7	147	U7G-5
142	U3C-1	136	U5B-13	149	U5F-9	143	U7G-6-1
150	U3D-1	142	U5B-15	149	U5F-11	143	U7G-7
150	U3D-3	146	U5C-1	135	U5G-1	126	U7G-9
142	U3E-1	140	U5C-3	144	U5G-3	150	U7H-1
134	U3E-3	148	U5C-5	145	U5G-5	144	U7H-3
149	U3F-1	145	U5C-7	145	U5G-7	150	U7H-5
149	U3F-3	140	U5C-9	147	U5H-1	144	U7H-7
134	U3G-1	144	U5C-11	147	U5H-3	121	U7I-1
143	U4-i	143	U5C-13	147	U5H-5	150	U7J-1
147	U4-iii	144	U5C-15	150	U5I-1	125	U7K-1
143	U4-v	144	U5C-17	150	U5I-3	125	U7L-1
134	U4A-1	140	U5C-19	150	U5I-5	129	U7M-1
150	U4B-1	140	U5C-21	148	U6-i	142	U7N-1
150	U4B-2-1	142	U5C-23	147	U6-iii	143	U7O-1
149	U4B-3	148	U5C-25	147	U6A-1	129	U7P-1
146	U4B-5	143	U5C-27	141	U6A-3	141	U7Q-1
146	U4B-7	148	U5C-29	122	U6A-5	142	U7R-1
148	U4B-9	148	U5C-31	143	U6A-7	141	U7S-1
148	U4B-11	148	U5C-33	128	U6A-9	144	U7T-1
143	U4B-13	134	U5D-1	128	U6A-11	148	U7T-3
136	U4C-1	148	U5D-3	113	U6A-13	148	U7T-5

Ch.	Page	Ch.	Page	Ch.	Page	Ch.	Page
144	U7T-7	87	U(H)-1				
144	U7T-9	87	U(I)-1				
144	U7T-11	135	U(J)-1				
107	U7U-1	119	U(J)-3				
138	U7V-1	150	J-5				
127	U7W-1	150	K-1				
127	U7W-3	150	K-3				
127	U7W-5	150	K-5				
121	U7X-1	145	U(K)-7				
143	U8-i	129	U(K)-9				
135	U8-1	147	U(K)-11				
135	U8-3	148	L-1				
135	U8-5	149	L-3				
150	U9-i	148	L-5				
150	U9-iii	149	M-1				
143	U9-v	119	U(M)-3				
135	U9A-1	141	U(M)-5				
145	U9B1-1	141	U(M)-7				
135	U9B1-3	141	U(M)-8-1				
135	U9B1-5	129	U(M)-9				
150	U9B1-7	148	U(M)-11				
144	U9B1-9	148	U(M)-13				
142	U9B2-1	113	U(M)-15				
135	U9B2-3	113	U(M)-17				
150	U9B2-5	113	U(M)-19				
147	U9C-1	129	U(N)-1				
137	U9C-3	147	N-3				
138	U9C-5	143	O-1				
138	U9C-7	148	O-3				
142	U9C-9	148	O-5				
138	U9C-11	148	O-7				
135	U9C-13	142	O-9				
142	U9C-15	142	O-10-1				
130	U9D-1	126	O-11				
136	U9D-3	147	O-13				
145	A-1	143	O-15				
148	A-3	145	O-17				
145	A-5	146	P-1				
145	A-7	144	S-1				
145	A-9	144	S-3				
150	A-11	148	T-1				
150	A-13	88	i-1				
150	A-15	88	i-3				
150	A-16-1	88	i-5				
145	A-17	88	i-7				
145	A-19	88	i-9				
145	A-21	88	i-11				
145	A-23	88	i-13				
148	A-25	88	i-15				
148	A-27	88	i-17				
149	B-1	88	i-19				
138	C-1	88	i-21				
149	D-1	88	i-23				
146	E-1						
141	F-1						
133	F-3						
87	U(G)-1						



## CHAPTER 1 APPLICABILITY AND GENERAL INFORMATION

<u>Paragraph</u>	<u>Contents</u>
U1000	Not Used
U1005	Application
U1006	Complementary Regulations
U1010	Implementation <ul style="list-style-type: none"><li>A. Entitlement Regulations</li><li>B. Implementation Regulations</li></ul>
U1015	Expenditure Authority
U1020	Effective Date of Regulation Changes
U1025	Comptroller General (CG)/Office of the Secretary of Defense (OSD) General Counsel (GC) Decisions
U1030	Terminology
U1031	Reimbursement of Department of Defense Domestic Dependent School Board Members for Certain Expenses
U1036	Navy Members Ordered to Nuclear Power Command Training Curriculum
U1038	Members Participating in the Educational Leave Program Relating to Continuing Public and Community Services
U1039	DOD Test of Simplified Entitlements
U1045	Government Quarters Use/Availability <ul style="list-style-type: none"><li>A. Quarters Available</li><li>B. Quarters Not Available</li><li>C. Travel Order/Voucher</li></ul>
U1050	Conferences/Training at the PDS
U1051	Hotel and Motel Fire Safety – Approved Accommodations



**U1030 TERMINOLOGY**

The terminology used in these regulations may be unique to this Volume. Consult the glossary in Appendix A, and the relevant Chapters and Parts, to determine the exact definition of specific terms. Definitions in this Volume may not be applicable to other Volumes or to other Government regulations.

**U1031 REIMBURSEMENT OF DEPARTMENT OF DEFENSE DOMESTIC DEPENDENT SCHOOL BOARD MEMBERS FOR CERTAIN EXPENSES**

The Secretary of Defense may provide for reimbursement of a school board member for expenses incurred by the member for travel, transportation, lodging, meals, program fees, activity fees, and other appropriate expenses that the Secretary determines are reasonable and necessary for the performance of school board duties by the member. *See Department of Defense Domestic Dependent School Directives. Department of Defense Dependent Elementary and Secondary Schools (DDESS) funds and issues necessary travel orders.*

**U1036 NAVY MEMBERS ORDERED TO NUCLEAR POWER COMMAND TRAINING CURRICULUM**

This paragraph applies to a test being conducted by the Department of the Navy for senior members initially entering the nuclear power training syllabus. Under test procedures, the Secretary of the Navy or the Secretary's designated representative may authorize a TDY assignment for members attending two or more sequential courses of instruction at different locations within a 12-month period, each course being 20 weeks or more in duration, provided that:

1. multiple PCS assignments would impact a member's family stability, or otherwise cause unusual personal/financial hardship to the member;
2. use of Government quarters and messing when available is directed; and
3. PCS versus TDY cost comparisons are considered before issuing orders.

**U1038 MEMBERS PARTICIPATING IN THE EDUCATIONAL LEAVE PROGRAM RELATING TO CONTINUING PUBLIC AND COMMUNITY SERVICES**

( See par. U7656)

**U1039 DOD TEST OF SIMPLIFIED ENTITLEMENTS**

Simplified travel entitlement rules in Appendix O govern TDY for members assigned to DoD Components listed in the table in Appendix O.

**U1045 GOVERNMENT QUARTERS USE/AVAILABILITY**

A. Quarters Available. Members should use adequate available Government quarters; however, when other lodgings are used, lodging reimbursement is limited to Government quarters' cost.

**NOTE: FOR COAST GUARD PERSONNEL ONLY: Government quarters are available only if use is directed in the order.**

B. Quarters Not Available. Government quarters are not available:

1. when a TDY/delay point is at other than a U.S. installation;
2. when an order-issuing official determines that Government quarters use would adversely affect mission performance, except for:
  - a. members attending service schools at an installation; and

- b. officers in grades O-7 through O-10 who determine their own quarters availability;
- 3. during all periods of travel en route;
- 4. for any TDY/delay of less than 24 hours at one location;
- 5. when travel is in connection with a PCS:
  - a. when per diem is payable under MALT plus (par. U5105);
  - b. when a member is authorized concurrent travel, and the family cannot lodge together in Government quarters at ports of embarkation/debarkation; or
  - c. to a ship/afloat staff homeported OCONUS;
    - (1) and a member is accompanied by dependents authorized concurrent travel;
    - (2) and is put on TDY at the homeport while awaiting arrival of the ship/staff or onward transportation;
    - (3) and Government quarters are not available for the entire family; or
- 6. when a member is TDY at a medical facility as a nonmedical attendant accompanying a dependent in an outpatient status (see par. U7551).

**C. Travel Order/Voucher**

- 1. Documentation. A travel order/voucher must document non-availability by:
  - a. confirmation number provided by the Service's registration process;
  - b. the date the member attempted to make reservations, and the phone number and name of the billeting office point of contact; or
  - c. member certification that Government quarters were not available on arrival.
- 2. Authorization/Approval. When a member provides acceptable documentation on a travel order/voucher of Government quarters non-availability, the order-issuing authority must authorize/approve reimbursement for commercial lodgings.

**U1050 CONFERENCES/TRAINING AT THE PDS**

Payment of registration fees, meals, lodging, travel, and/or other expenses required for conferences/training at the PDS may not be paid as travel allowances per 37 U.S.C., §404. For authority to pay related training costs at the PDS see 10 U.S.C. §2013; 5 U.S.C. §4109; 42 U.S.C. §218a; and 14 U.S.C. §469. The costs must clearly be an integral part of the training (39 Comp. Gen. 119 (1959); and B-244473, January 13, 1992). When training events require lodging and subsistence costs at the PDS, authority for training expense payment is made through the training and/or comptroller personnel using the above legal authority.

**★ U1051 HOTEL AND MOTEL FIRE SAFETY – APPROVED ACCOMMODATIONS**

Government policy is to save lives and protect property by promoting fire safety in hotels and other establishments that provide lodging to transient guests. Each DoD component must take appropriate steps to strongly encourage members who use commercial lodgings while on official travel to stay at firesafe-approved accommodations. Lodgings that have met the Government requirements are listed on the U.S. Fire Administration's internet site at: <http://www.usfa.fema.gov/hotel/index.htm>.

## CHAPTER 3

### TRANSPORTATION, ACCOMPANIED BAGGAGE, AND LOCAL TRAVEL

#### **PART A: APPLICABILITY AND GENERAL RULES**

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<u>Paragraph</u>	<u>Contents</u>
U3000	Scope <ul style="list-style-type: none"> <li>A. Applicability</li> <li>B. Transportation Modes</li> </ul>
U3001	Allowable Transportation Expenses
U3002	Directing Transportation Mode
U3003	Authorized Modes

#### **PART B: TRAVEL BY COMMON CARRIER**

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<u>Paragraph</u>	<u>Contents</u>
U3100	General <ul style="list-style-type: none"> <li>A. Travel/Transportation Policy</li> <li>B. TDY Travel Involving Non-PDS Location(s)</li> </ul>
U3105	Common Carrier Transportation Procurement
U3110	Reimbursement for Personally-Procured Common Carrier Transportation Incident to TDY <ul style="list-style-type: none"> <li>A. General</li> <li>B. Government/Government-Contracted Transportation/in-house or CTO Available</li> <li>C. Government/Government-Contracted Transportation/in-house or CTO Not Available</li> <li>D. Transoceanic Travel - Government/Government-Procured Transportation Available</li> <li>E. Transoceanic Ferry Fares</li> <li>F. Other Reimbursable Expenses</li> </ul>
U3115	Reimbursement When Transportation Mode or Group Travel is Directed <ul style="list-style-type: none"> <li>A. Travel Directed</li> <li>B. Other Reimbursable Expenses</li> </ul>
U3120	Arranging Official Travel <ul style="list-style-type: none"> <li>A. Travel Arrangement Requirements</li> <li>B. Use of Travel Agent Not Under Government Contract (Non-Contract Travel Agent or Direct Purchase from Common Carrier)</li> <li>C. Travel Agency Use for Group or Charter Arrangements for NOAA Corps and PHS Members</li> <li>D. Travel Agency Use to Obtain Transportation on Vessels or Aircraft of Foreign Registry</li> <li>E. Payment to Travel Agency</li> </ul>

- U3125 Commercial Air Transportation**  
A. General  
B. Class of Service  
C. U.S. Flag Air Carrier (Certified Air Carrier) Use
- U3130 Commercial Vessel Transportation**  
A. General  
B. Authorization to Use Commercial Vessel  
C. Accommodations on Vessels  
D. Authorization/Approval for First-Class Vessel Accommodations Use  
E. First-Class Vessel Accommodations Use  
F. U.S. Registry Vessel Use
- U3135 Train Transportation**  
A. Policy  
B. First-Class Train Accommodations Use  
C. Circumstances  
D. Extra-Fare Train Service  
E. Tips to Train Attendants
- U3140 Unused Government-Procured Transportation Documents and Tickets**  
A. General  
B. Cost to the Government Involved

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**PART C: TRAVEL BY GOVERNMENT CONVEYANCE**

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<u>Paragraph</u>	<u>Contents</u>
<b>U3200</b>	<b>Government Conveyance Use on TDY</b> A. Limited to Official Purposes B. Reimbursable Expenses C. Allowable Travel Time for Computation of Per Diem or Actual Expenses D. PCS Travel by Government Conveyance
<b>U3210</b>	<b>Aero Club Aircraft Use on TDY</b> A. General B. Allowable Travel Time for Computation of Per Diem or Actual Expenses

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**PART D: TRAVEL BY PRIVATELY OWNED CONVEYANCE**

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<u>Paragraph</u>	<u>Contents</u>
<b>U3300</b>	<b>Rules On POC Use of TDY</b> A. Policy B. Authorization/Approval C. Official Distances D. PCS Travel by POC

**PART B: TRAVEL BY COMMON CARRIER****U3100 GENERAL**

A. Travel/Transportation Policy. Travel other than by a usually traveled route must be justified. A member may not use contract airline/rail passenger service provided under contract with the General Services Administration (GSA) for that portion of an indirect route traveled for personal convenience. Government procured transportation or a contractor-issued Government travel charge card may be used only for that portion of a trip properly chargeable to the Government. Any additional expense must be paid by the traveler. All time not justified as official travel must be charged as leave.

1. Less than premium-class accommodations must be used for passenger transportation, unless an exception in par. U3125 or par. U3130 applies,
2. travelers may voluntarily use/accept, and the Government may furnish, accommodations which do not meet minimum standards if the member's or Service needs require use of these accommodations,
3. travelers may not be reimbursed for travel at personal expense on vessels/aircraft of foreign registry, except as specified in pars. U3125-C and U3130-D, and
4. each dependent is allowed a seat.

B. TDY Travel Involving Non-PDS Location(s). A member on TDY orders is entitled to travel/transportation allowance NTE the actual transportation cost for the transportation mode authorized and used up to the constructed transportation cost between the member's PDS and TDY location. When TDY travel is to/from a **non-PDS** location:

1. the traveler must pay excess travel/transportation costs; and
2. constructive costs for each leg of the trip must be based on Government contract fares, if available.

***NOTE:*** For TDY travel/transportation allowances when TDY orders are received while member is on official leave, see par. U4105-F.

**U3105 COMMON CARRIER TRANSPORTATION PROCUREMENT**

See DoD 4500.9-R, (DTR), Part I.

**U3110 REIMBURSEMENT FOR PERSONALLY-PROCURED COMMON CARRIER TRANSPORTATION INCIDENT TO TDY**

A. General. A member who purchases common carrier transportation at personal expense for the entire ordered travel (other than transoceanic travel) is entitled to reimbursement of the actual transportation cost, except when a specific transportation mode is:

1. directed,
2. furnished by a foreign government, or
3. available via Government-contracted transportation (par. U3115).

In these cases, no reimbursement is allowed. As prescribed in subpar. B, below, and par. U3115, reimbursement is limited when a member performs transoceanic travel, other than on an oceangoing car ferry, at personal expense to the cost of accommodations, prescribed in pars. U3125, U3130 and U3135, and used. See Part D for POC reimbursement information.

B. Government/Government-Contracted Transportation/In-house or CTO Available. When Government/Government-contracted transportation/in-house or CTO (see Appendix A for definition) services are available and the member procures common carrier transportation (including sleeping accommodations) at personal expense under an individual travel order, the member may elect to receive reimbursement for the actual transportation cost for the transportation mode authorized and used up to the constructed transportation cost between authorized points.

C. Government/Government-Contracted Transportation/In-house or CTO Not Available. When Government/Government-contracted transportation/in-house or CTO (see Appendix A for definition) service is not available and the member procures common carrier transportation at personal expense, the member may elect to receive reimbursement for the actual transportation cost for the transportation mode authorized and used up to the constructed commercial transportation cost between authorized points.

D. Transoceanic Travel-Government/Government-Procured Transportation Available. When travel by Government/Government-procured transportation is authorized (as distinguished from directed) and transoceanic travel is performed by common carrier at personal expense, the member is entitled to reimbursement for the transportation cost up to the amount the sponsoring Service would have paid for the available transportation. If both Government and Government-procured transportation are available, the lower priced one is the measure of maximum reimbursement. When Government/Government-procured transportation is not available, the member is entitled to reimbursement for the transportation cost up to the least costly available scheduled commercial air service over the direct route between the origin and destination. If air travel is medically inadvisable for the member, reimbursement is limited to the least costly first-class passenger accommodations on a commercial ship.

E. Transoceanic Ferry Fares. When a member on TDY travels at personal expense aboard a transoceanic ferry that has been authorized/approved as advantageous to the Government, reimbursement is authorized for the cost incurred, including any part attributed to movement of a POC (55 Comp. Gen. 1072 (1976)). For transoceanic ferries of foreign registry, see par. U3130-D.

F. Other Reimbursable Expenses. Reimbursement for additional transportation expenses (e.g., taxicab, bus and streetcar fares) incurred in the performance of duty is allowable as authorized in Part E.

#### **U3115 REIMBURSEMENT WHEN TRANSPORTATION MODE OR GROUP TRAVEL IS DIRECTED**

A. Travel Directed. When a member, individually or as part of a group, is directed (as distinguished from authorized) to travel by a specific transportation mode (Government/Government-procured, transoceanic or transportation furnished by a foreign Government or Government contractor), reimbursement and the payment of a mileage allowance is prohibited for transportation at personal expense unless the authority responsible certifies that the directed mode was not available at the time and place required to comply with the orders.

B. Other Reimbursable Expenses. Reimbursement for additional transportation expenses (e.g., taxicab, bus, streetcar fares) incurred in the performance of TDY are allowable as authorized in Part E.

#### **★ U3120 ARRANGING OFFICIAL TRAVEL**

##### **A. Travel Arrangement Requirements**

1. Uniformed Service Members. When making travel arrangements, uniformed service members are required to use the following (except as provided in subpar. B.):

- a. a CTO (see Appendix A for definition),
- b. in-house travel office, or
- c. General Services Administration (GSA) Travel Management Center (TMC).



2. DoD Members. DoD members are required to make all travel arrangements in accordance with:

- a. DoD 4500.9-R (Defense Transportation Regulation (DTR), Part I);
- b. DoDI 4500.42 (DoD policy regarding passenger transportation reservation and ticketing services); and
- c. Service regulations.

3. Non-DoD Members. Non-DoD members are required to make travel arrangements in accordance with Service regulations.

B. Use of Travel Agent Not Under Government Contract (Non-Contract Travel Agent) or Direct Purchase from Common Carrier. A non-contract travel agent or common carrier direct purchase may be used under the conditions in subpar. 1, but use must be authorized/approved by the order-issuing official.

***NOTE:*** *When a non-contract CTO is used, the member must demonstrate that use of a contract CTO was attempted.*

1. Authorized/Approved Conditions

- a. Unusual Circumstances. A non-contract travel agent may be used in unusual circumstances when there is no alternative.
- b. Foreign Country. A non-contract travel agent may be used in a foreign country if CTO services:
  - (1) are not reasonably available, and
  - (2) ticketing arrangements cannot be made through a branch office or general agent of an American-flag carrier.
- c. Group/Charter Travel. NOAA Corps and PHS members may use group/charter travel made through a non-contract travel agent in accordance with Service regulations. Payment may not exceed costs authorized under this Chapter (B-103315, August 1, 1978).
- d. Foreign Vessel/Aircraft Transportation. Travel at personal expense on foreign vessels/aircraft is allowed only when the conditions in par. U3125-C or U3130-F are met.

2. Payment Limitation. Reimbursement for transportation arranged through authorized/approved use of a non-contract travel agent or common carrier direct purchase, is limited to the amount the member would have paid if the arrangements had been made directly through the carrier(s).

C. Travel Agency Use for Group or Charter Arrangements for NOAA Corps and PHS Members. Group or charter arrangements available through travel agents may be used by members of the NOAA Corps and PHS if:

- 1. before travel, an administrative determination is made that the reduced fares available through these arrangements result in a savings to the Government; and
- 2. travel by group or charter arrangement does not interfere with the performance of official business.

In these cases, if transportation payment cannot be made directly to a carrier by the Government, the traveler pays the travel agent for the transportation. A receipt for the transportation cost (if \$75 or more) must accompany the voucher. Reimbursement may not exceed the cost of accommodations authorized under this Chapter (B-103315, August 1, 1978).

D. Travel Agency Use to Obtain Transportation on Vessels or Aircraft of Foreign Registry. Reimbursement for transportation may not be authorized for travel at personal expense on vessels or aircraft of foreign registry unless the conditions in par. U3125-C or U3130-F are met.

E. Payment to Travel Agency. No payment may be made to a travel agency for transportation charges in excess of those properly chargeable had the requested service been obtained by the traveler directly from the carrier(s) involved.

#### **U3125 COMMERCIAL AIR TRANSPORTATION**

A. General. Travel by common carrier air transportation is generally the most cost efficient and expeditious way to travel. For reimbursement for personally-procured transportation in lieu of using Government or Government-procured transportation under this Part, see par. U3110.

#### **B. Class of Service**

##### **1. General.** Government policy is that:

- a. members and/or dependents who use commercial air carriers on official business must use coach-class accommodations;
- b. members should determine travel requirements in sufficient time to use coach-class accommodations;
- c. first-class accommodations may be used only as permitted in subpar. 3;
- d. premium-class other than first-class accommodations may be used only as permitted in subpar. 4;
- e. authorization for all premium-class accommodations use should be made in advance of the travel unless extenuating/emergency circumstances make authorization impossible. In these cases, the member must request written approval from the appropriate authority as soon as possible after the travel;
- f. less than minimum standards may be authorized as permitted in par. U3100; and
- g. when an airline flight has only two classes of service, the higher class of service, regardless of the term used, is "first class."

2. Officials Who May Authorize/Approve Premium-Class Air Accommodations Use. The officials listed below may authorize first-class air accommodations use by members under their jurisdiction. This authority may be redelegated; however, delegation or re-delegation must be held to as high an administrative level as practicable to ensure adequate consideration and review of the circumstances necessitating the first-class accommodations.

- a. Department of Defense, see DoD 4500.9-R (Defense Transportation Regulation (DTR), Part I);
- b. The Secretary of Health and Human Services;
- c. The Director, USNOAA Corps; and
- d. The Secretary or Deputy Secretary of Transportation.

Appropriate authority, in accordance with Service regulations, may authorize/approve premium-class other than first-class accommodations, except for travel using Coast Guard funds. Only the Commandant/Vice Commandant of the Coast Guard may authorize/approve premium-class other than first-class accommodations use.

3. First-Class Air Use. First-class air accommodations may be authorized/approved only when necessary because:

a. lower class accommodations are not reasonably available. In subpar. B, reasonably available means that accommodations, other than first-class, are available on an airline scheduled to leave within 24 hours of the member's proposed departure time, and scheduled to arrive within 24 hours of the member's proposed arrival time. Reasonably available does not include a scheduled arrival time later than the member's required reporting time at a duty site, or a scheduled departure time earlier than the time the member is scheduled to complete duty.

b. a member is so handicapped or otherwise physically impaired that other accommodations cannot be used. Determination of this condition must be substantiated by competent medical authority. First-class accommodations use also may be authorized/approved for an attendant, who is authorized under pars. U7250-B and U7251-B, to accompany an attended traveler when the attended traveler is authorized first-class accommodations use and requires the attendant's service en route.

c. of exceptional security requirements. Examples are:

(1) a member whose use of other than first-class accommodations would entail danger to the member's life or Government property;

(2) agents of protective details accompanying individuals authorized to use first-class accommodations; and

(3) couriers and control officers accompanying controlled pouches or packages.

First-class accommodations may be used without authorization/approval only when regularly scheduled flights between the authorized origin and destination (including connection points) provide only first-class accommodations. When that is the case, the transportation officer/agent must make an appropriate entry on the travel order, travel voucher, or other travel-related document as appropriate.

4. Premium-Class Other Than First-Class Use. Premium-class other than first-class accommodations use may be authorized/approved only when:



**PART D: TRAVEL BY PRIVATELY OWNED CONVEYANCE****U3300 RULES ON POC USE ON TDY**

A. Policy. Service policy is to authorize/approve (as distinguished from permit) POC travel if acceptable to the member and advantageous to the Government, based on the facts in each case.

B. Authorization/Approval. The order-issuing official should authorize/approve POC travel only if it's advantageous to the Government when compared to travel by Government conveyance or commercial carrier, and not solely for member convenience. POC use may be advantageous to the Government when, for example:

1. its use is more efficient, or economical, or results in a more expeditiously accomplished mission;
2. there is no practicable commercial transportation; or
3. common carrier use would be so time-consuming that it would delay the mission.

*POC use shall not be directed.*

C. Official Distances

1. Official Distance Determination. The DTOD is the official source for travel distance and must be used for all non-local travel (except for airplanes). Travel in and around the PDS, TDY sites, and between home/office and carrier terminal is determined by odometer readings. See par. U2020 for DTOD requirements.

2. Official Distances Use. Official distances shall be used in determining the distance between any two of the following locations:

- a. PDS,
- b. TDY station,
- c. POE,
- d. POD,
- e. last duty station,
- f. HOR,
- g. HOS,
- h. PLEAD,
- i. designated place,
- j. vehicle processing point (origin & destination), and
- k. a COT leave location.

D. PCS Travel by POC. See Chapter 5, Parts B and C.

**U3305 POC USE ON TDY (ADVANTAGEOUS TO THE GOVERNMENT)**

A. Mileage Plus Per Diem or AEA

1. Member Responsible for Paying POC Operating Expenses. The member responsible for paying the POC operating expenses (i.e., the cost or portion of cost directly associated with POC use for official travel) is entitled to mileage for the official distance of the ordered travel at a rate per mile for the type of conveyance used. See Appendix A for applicable mileage rates.

Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls is authorized for POC travel under items a and b for travel over the most direct route between the stations involved. The member also is authorized per diem or AEA, whichever applies, as prescribed in Chapter 4, Part B or C, for the allowable travel time as computed under par. U5160-B. See par. U3335 for non-reimbursable expenses when a member is paid mileage.

2. Passengers Not Responsible for Paying POC Operating Expenses. A passenger in a POC, not responsible for paying the POC operating expenses, is not entitled to mileage. The passenger is entitled to per diem or AEA, whichever applies, as prescribed in Chapter 4, Part B or C, for the allowable travel time computed under par. U5160-B.

★ B. Reimbursement for Actual Transportation Costs. A member usually must be paid mileage as prescribed in subpar. A. However, actual transportation costs may be authorized/approved by the order-issuing official when advantageous under the provisions of par. U3300-B. When actual transportation cost reimbursement is authorized, the order should reference this subparagraph. Reimbursement of actual expenses shall be limited to the following for the POC type used:

1. privately-owned automobile or motorcycle: fuel; oil; parking; ferry fares; road, bridge and tunnel tolls; winter plug-ins; and trip insurance for travel in foreign countries (see par. U4525-D);
2. privately-owned aircraft: fuel, oil, parking fees, tie-down fees and hangar fees;
3. privately-owned boat or vessel: fuel, oil, and docking fees.

*Expenses incurred for hire or subsistence of operators or periodic maintenance, regardless of cause, shall not be reimbursed.*

*(NOTE: Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses in connection with using a POC on official travel. However, travelers may be eligible to submit claims for repairs to POCs used for official travel, using Service procedures, under the Military Personnel and Civilian Employees Claims Act (31 U.S.C. §240-243)).*

C. Mixed Mode Transportation. If a member travels partly by POC and partly by common carrier at personal expense for a leg of a journey, the member is entitled to the appropriate mileage plus per diem from subpar. A, for the distance traveled by POC, plus the cost of transportation purchased with personal funds and per diem under Chapter 4, Part B, for actual travel. The total amount may not exceed mileage plus per diem from subpar. A (based on the rate for the POC used for a portion of the travel) for the official distance of the ordered travel. The order-issuing official may authorize/approve actual travel cost (mileage plus per diem from subpar. A for the distance traveled by POC, plus the cost of transportation purchased from personal funds and per diem under Chapter 4, Part B) of the ordered travel when justified in unusual circumstances.

#### U3310 POC USE ON TDY (NOT ADVANTAGEOUS TO THE GOVERNMENT)

##### A. Mileage Plus Per Diem

1. Member Responsible for Paying POC Operating Expenses. If orders direct use of a specific transportation mode, see subpar. B. The member responsible for paying the operating expenses (i.e., the cost or portion of cost directly associated with POC use for official travel) is entitled to the lesser of:

- a. mileage and reimbursable expenses as prescribed in par. U3305-A1 for the official distance of the ordered travel plus per diem as prescribed in Chapter 4, Part B, for the actual travel time or the travel time computed under par. U5160-B, whichever is less; or
- b. what it would have cost the Government had Government-procured transportation been used between the ordered points, plus per diem under Chapter 4, Part B, for the constructive travel time (including necessary delays) on the Government-procured transportation.

Constructive travel time is based on the carrier's required check-in time plus travel time from home, office, or the place travel actually begins, and the carrier's scheduled arrival time at the terminal plus travel time to home, office, or the place travel actually ends. The constructive common carrier cost should be placed in the member's orders before the member departs the PDS.

2. Passengers Not Responsible for Paying POC Operating Expenses. If orders direct use of a specific transportation mode, see subpar. B. A passenger in a POC, not responsible for paying the POC operating expenses, is not entitled to mileage, but is entitled to per diem as prescribed in Chapter 4, Part B, based on whichever of the following results in the lesser amount:

- a. the actual travel time or the travel time computed under par. U5160-B, whichever is less, or
- b. the constructive travel time for travel between the ordered points (including necessary delays) on Government-procured transportation.

Constructive travel time is based on the carrier's required check-in time plus travel time from home, office, or place travel actually begins, and the carrier's scheduled arrival time at the terminal plus travel time to home, office, or place travel actually ends.

B. Orders Direct Specific Transportation Mode Use. When travel orders direct a specific transportation mode use, but the member travels by POC, payment of mileage is prohibited, unless the order-issuing official certifies that the mode directed was not available at the time and place required, and it was necessary for the member to use a POC.

C. Transportation by Mixed Modes. If the member is not authorized to travel by POC as advantageous to the Government and travels partly by POC for personal convenience and partly by common carrier at personal expense, the member is entitled to the appropriate mileage plus per diem under par. U3305-A for the distance traveled by POC, plus the cost of transportation purchased with personal funds and per diem under Chapter 4, Part B, for actual travel. The total amount shall be limited to the cost had Government-procured transportation been used, plus per diem under Chapter 4, Part B, for constructive travel time for the distance of the ordered travel.

#### **U3320 POC USE TO AND FROM COMMON CARRIER TERMINAL**

In lieu of reimbursement for public transportation authorized in Part E, incident to TDY or PCS travel, a member may be paid mileage for POC use and reimbursed for other related expenses for travel to and from common carrier terminals as provided below. For travel between Government and commercial carrier terminals incident to PCS, see par. U5106.

A. Round-Trip Expenses Incurred for Drop-off or Pick-up at a Common Carrier Terminal. When a POC is driven round trip to drop-off or pick-up a member at a common carrier terminal, the member shall be paid mileage for the round-trip distance and reimbursed parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route. Reimbursement shall not exceed the cost of one-way taxicab fare, including allowable tips.

B. Expenses Incurred for Two One-Way Trips To and From a Common Carrier Terminal. When a POC is used for one-way travel from a residence or duty station to a common carrier terminal and then from the terminal to a residence or duty station when the TDY is completed, a member shall be paid mileage and reimbursed for parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route. Reimbursement shall not exceed the cost of two one-way taxicab fares, including allowable tips.

C. Member Departs From PDS on TDY. When a POC is driven from a member's residence to the PDS on the day the member departs from the PDS on TDY requiring at least one night's lodging, and from the PDS to the residence on the day the member returns the member who paid the expenses of operating the POC shall be paid mileage plus parking fees, ferry fares, road, bridge and tunnel tolls for the most direct route. Reimbursement shall not exceed the cost of two one-way taxicab fares, including allowable tips.

D. Two or More Members Travel in Same POC. When a member transports other members to or from the same carrier terminal, mileage is authorized for the additional distance involved supported by a total distance or odometer readings certified as correct by the member. Only one member may be paid mileage for the same trip. A member who pays a parking fee at the terminal may be reimbursed. Reimbursement shall not exceed the cost of one-way taxicab fare, including allowable tips, between authorized points for each member.

#### **U3325 POC USE BETWEEN RESIDENCE AND TDY STATION**

When POC use is authorized/approved as advantageous to the Government for travel between the member's residence and a TDY station, instead of having the member report to the PDS and then to the TDY station, the member is entitled to reimbursement for the distance traveled between the residence and the TDY station

#### **★ U3335 EXPENSES NOT REIMBURSABLE WHEN MILEAGE IS PAYABLE**

Members who travel by POC for the entire journey and are paid mileage may not be reimbursed for:

1. fuel, oil, winter plug-ins, and trip insurance for travel in foreign countries; and
2. transportation to or from carrier terminals (par. U3320).

*(NOTE: Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses in connection with using a POC on official travel. However, travelers may be eligible to submit claims for repairs to POCs used for official travel, using Service procedures, under the Military Personnel and Civilian Employees Claims Act (31 U.S.C. §240-243).*

#### **U3340 POC USE IN AND AROUND PDS OR TDY STATION**

For entitlements when a POC is used within or around a PDS and TDY station, see Part F.



## PART B: PER DIEM ALLOWANCE

### U4100 GENERAL

A per diem allowance is designed to offset the cost of lodging, meals, and incidental expenses incurred by a member while performing travel, and/or TDY away from the member's PDS. A per diem allowance is payable for whole days, except for the day of departure from and for the day of return to the PDS, in which case a per diem is computed as prescribed in par. U4125-A. Per diem rates for location in CONUS are prescribed in Appendix D. Per diem rates for OCONUS locations are prescribed in Appendix B.

### U4101 WHEN PER DIEM ALLOWANCE IS AUTHORIZED

Unless otherwise specifically provided for or restricted in this Volume, the per diem allowances prescribed in this Part apply for all periods of TDY, and travel in connection therewith, including but not limited to the following:

1. periods of necessary delay awaiting further transportation,
2. periods of delay at ports of embarkation and debarkation in connection with a PCS,
3. periods of TDY directed in a PCS order,
4. delays for the purpose of qualifying for reduced travel fares (see par. U4325-F).

### U4102 CIRCUMSTANCES IN WHICH PER DIEM NOT AUTHORIZED

A. When Not in a Travel Status. A member is not entitled to per diem for any day before the day during which a travel status begins or for any day after a travel status ends (par. U2200-C).

B. Day of Leave or Proceed Time. A member is not entitled to per diem on any day classified as leave or proceed time. **NOTE:** *A day used in a constructive travel computation for PCS mixed mode travel does not make that day a travel day (see par. U5160).*

C. When PCS MALT PLUS Is Payable. A member is not entitled to per diem for any day that PCS MALT PLUS is payable.

D. Travel or TDY Within PDS Limits. Except as authorized in par. U4105-H, a member is not entitled to per diem for travel or TDY or performed within the limits of the PDS. This does not preclude payment of per diem on the day of departure from or day of return to the PDS in connection with TDY or away from the PDS. For transportation entitlement see Chapter 3. This subparagraph does not prohibit reimbursement under par. U4510 for occasional meals and quarters necessarily procured within the limits of the PDS by members escorting arms control inspection team/members while engaged in activities related to the implementation of an arms control treaty or agreement during the in-country period referred to in the treaty or agreement (DoD Authorization Act, FY93, P.L. 102-484, dated 23 October 1992.) Except as indicated below no per diem is payable at the old or new PDS for TDY en route in connection with PCS travel. This applies even if the member vacated the permanent quarters at the old PDS and lodged in temporary quarters during the TDY. **Exception:** A member who detaches (signs out PCS) from the old PDS, performs TDY en route elsewhere, and returns TDY en route to the old PDS is entitled to per diem at the old PDS. Example: A member departs the Pentagon PCS on 15 June, performs TDY en route at Ft. Leavenworth 1-31 July, returns TDY en route to the Pentagon 5-15 August, and then signs in PCS to Ft. Polk on 31 August. The member is entitled to per diem at the Pentagon (old PDS) 5-15 August. If the member had departed on 15 June but performed TDY in Arlington, VA first, no per diem is payable for the TDY in Arlington immediately after detachment.

E. TDY Within the Local Area of the PDS (Outside the PDS Limits). A member is not entitled to per diem for TDY performed within the local area (outside the limits) of the PDS as defined in par U3500-B, unless overnight lodging is required. Occasional meals may be reimbursed under par. U4510 when the member is required to procure meals at personal expense outside the PDS limits. For transportation entitlements see Chapter 3.

F. Round Trips Within 12 Hours. A member is not entitled to per diem for TDY which is performed entirely within 12 hours. Occasional meals may be reimbursed under par. U4510 when the member is required to procure meals at personal expense outside the PDS limits. For transportation entitlements see Chapter 3.

G. Group Travel Status. A member is not entitled to per diem during a period in which group travel status exists (Part A). Occasional meals or quarters necessarily procured are reimbursable under par. U4510.

H. Navigational and Proficiency Flights. A member is not entitled to per diem for navigational and proficiency flights when they are authorized at the member's request.

I. Assigned to Two-Crew Nuclear Submarines. A member under PCS orders is not entitled to per diem after 2400 on the day the member assigned to a two-crew nuclear submarine (SSBN) arrives at the homeport of the vessel and no further travel is performed away from the homeport under those orders (57 Comp. Gen. 178 (1977)).

J. TDY or Training Duty Aboard Government Vessel. A member is not entitled to per diem for any period of TDY or training duty aboard a Government vessel when both Government mess and quarters are available. The period during which this prohibition is in effect begins at 0001 on the day after the day of arrival aboard and ends at 2400 on the day before the day of departure therefrom. The TDY training duty is considered unbroken when a member transfers from one Government vessel to another at the same place and the transfer is made within a 10-hour period. When quarters are required to be retained at the same or a prior TDY location, reimbursement for the cost of such quarters is made under par. U4510.

K. Aboard Vessel Constructed by Commercial Contractor. A member is not entitled to per diem for the period aboard a vessel constructed by a commercial contractor during acceptance trials before commissioning when both quarters and all meals are furnished without charge. The period during which this prohibition is in effect begins at 0001 on the day after the day of arrival aboard and ends at 2400 on the day before the day of departure therefrom. When quarters are required to be retained at the same or a prior TDY location, reimbursement for the cost of such quarters is made under par. U4510.

L. Field Duty. A member on field duty is not entitled to per diem except when the:

1. senior commander in charge of the exercise (or designated representative) for each operating location issues a statement to the member indicating that either Government quarters at no charge, and/or Government meals at no charge for enlisted

members, were not available during stated periods of the field duty;

2. member is participating in the advance planning or critique phase of the operation; or
3. Secretary concerned authorized payment of a per diem to members who are performing field duty while in a travel status under par. U4105-D.

The period during which this prohibition is in effect begins at 0001 on the day after the day on which field duty begins and ends at 2400 on the day before the day on which it ends. This subparagraph does not prohibit reimbursement under par. U4510 for occasional meals or quarters necessarily procured.

M. TDY Aboard Foreign (Nongovernment) Vessel. A member is not entitled to a per diem allowance for any period of TDY aboard a nongovernment foreign vessel when both quarters and all meals are furnished without charge. The period during which this prohibition is in effect begins at 0001 on the day after the day of arrival on board and ends at 2400 on the day before the day of departure therefrom. If a member is required to retain unoccupied quarters at the location where TDY was performed just before performing duty aboard a nongovernment foreign vessel, reimbursement for the cost of such quarters shall be made under par. U4510.

N. Member in Missing Status. A member is not entitled to per diem after 2400 of the day the member is officially carried as or determined to be absent in a missing status under the Missing Person Act (44 Comp. Gen. 657 (1965)).

#### U4105 PER DIEM PAYABLE UNDER SPECIFIC CASES

A. TDY in Connection With Fitting Out or Conversion of a Vessel. When a member is assigned to TDY in connection with fitting out or conversion of a vessel, per diem is authorized during each fitting out or conversion period, including the day of ship commissioning or service craft placement in service, and day of ship decommissioning or service craft placement out of service. Authorization for per diem ends on the date the member's assignment is changed from TDY in connection with fitting out or conversion of a vessel to permanent duty aboard that vessel, even if that change is effected prior to the date of ship commissioning or service craft placement in service. In determining entitlement to per diem, par. U4102-O

applies after a ship or service craft under construction is delivered to the Government.

**B. Travel by U.S. or Foreign Government Vessel for 24 Hours or More**

1. Member Not Charged for Meals. A member is not entitled to a per diem allowance when traveling aboard a U.S. or foreign government vessel when meals are furnished without charge, except on days of embarkation and debarkation if otherwise entitled thereto under subpar. C.



- F. Excess Costs for Transportation of Boats as HHG
- G. Civilian Clothing of Recruits
- H. Storage
- I. Services
- J. Transportation of Replacement HHG Items

**U5315 Administrative Weight Limitations**

- A. General
- B. Entitlement
- C. Exceptions

**U5317 HHG Transportation Entitlement Disallowed**

**U5318 Re-transportation of the Same HHG**

**U5320 Methods of Transportation**

- A. HHG
- B. Unaccompanied Baggage
- C. Government-Procured Transportation
- D. Personally-Procured Transportation and NTS
- E. Split Shipment

**U5330 Factors Affecting HHG Transportation**

- A. Combining Weight Allowances When Husband and Wife Are Both Members
- B. Impact of Effective Date of Orders
- C. Orders Amended, Modified, Canceled or Revoked
- D. Improper Transportation
- E. Items of Extraordinary Value
- F. HHG and Mobile Home Allowances
- G. HHG Transportation Before Orders Issued

**U5335 Determining the Net Weight**

- A. General
- B. Through Government Bill of Lading (TGBL) Transportation and Transportation at Personal Expense
- C. DPM Transportation
- D. Unaccompanied Baggage
- E. When Shipment Weight is Unobtainable
- F. Exceptions

**U5340 Excess Charges**

- A. General
- B. HHG Transportation in Excess of Authorized Weight Allowance
- C. HHG Transportation in Excess of Authorized Distance
- D. Transportation of Unauthorized Articles
- E. HHG Transportation With Special Routing or Services Provided

**U5345****Transportation Under Various Types of PCS Orders**

- A. Entrance Into the Service
- B. Called/Ordered to Active Duty
- C. PCS With TDY En Route, PCS While on TDY, or PCS Following TDY Pending Further Assignment
- D. Courses of Instruction of 20 or More Weeks at one Location
- E. CONUS Area in to Which HHG Transportation is Prohibited
- F. Ordered to a CONUS Hospital
- G. Ordered from PDS to Await Orders, Detail, Assignment, or Separation
- H. Ordered on PCS to a PDS in the Vicinity of Storage

**U5350****Transportation Under PCS Orders to or from Sea Duty or OCONUS Duty**

- A. Ordered to and OCONUS PDS to Which HHG Transportation is Permitted
- B. Ordered from Shore Duty to Sea Duty
- C. Ordered from a CONUS PDS to an OCONUS PDS to Which HHG Transportation is Prohibited or Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances
- D. Ordered from an OCONUS PDS to an OCONUS PDS to Which HHG Transportation is Prohibited or Restricted, to Unusually Arduous Sea Duty, or Duty Under Unusual Circumstances.
- E. Ordered from Sea Duty or OCONUS Duty to a CONUS PDS
- F. Ordered from Sea Duty to an OCONUS Shore Duty PDS
- G. Ordered from Sea Duty to Sea Duty
- H. Ordered to or from Vessel, Afloat Staff, or Afloat Unit Deployed Away from Homeport
- I. Vessel, Afloat Staff, or Afloat Unit Homeport Officially Changed
- J. Reassignment OCONUS Before the Prescribed OCONUS Tour is Completed Due to Base Closure or Similar Action

**U5355****Local Moves**

- A. General
- B. Local Move Incident to Reassignment or PCS
- C. Local Move and NTS Incident to Assignment or Termination of Government Controlled Quarters
- D. Local Move and NTS Incident to Vacating Local Economy Quarters

**U5360****Separation from the Service or Relief from Active Duty Except for Discharge With Severance or Separation Pay, Involuntary Separation, and Separation Under the VSI or SSB Program**

- A. General
- B. Storage
- C. Separation or Relief from Active Duty to Continue in the Service
- D. Separation or Relief from Active Duty Upon Expiration of Enlistment or Prescribed Term of Service
- E. Relief from Active Duty for Members of the Reserve Components Called/Ordered to Active Duty for Less than 20 Weeks or Less Than 6 Months for Initial Active Duty for Training
- F. Member Required to Vacate Government or Government Controlled Quarters Upon Separation or Relief from Active Duty

- U5540 Mobile Home Transportation Under Unusual or Emergency Circumstances**
- A. Mobile Home Transportation When Dependents Travel in Advance of Member's PCS Due to Official and Personal Situations
  - B. Mobile Home Transportation Incident to Alert Notice
  - C. Mobile Home Transportation Incident to Tour Extension
- U5545 Mobile Home Transportation When Member Officially Reported as Dead, Injured, Ill, Absent for More Than 29 Days in a Missing Status, or Upon Death**
- A. Member Officially Reported as Absent in Missing Status
  - B. Upon Death of Member
- U5555 Temporary Storage**
- A. General
  - B. Time Limits
  - C. Orders Amended, Modified, Canceled or Revoked
  - D. Further PCS Orders Issued After Member Arrives at New PDS
- U5560 Advance of Mobile Home Allowances**

## **PART G: DISLOCATION ALLOWANCE (DLA)**

<b><u>Paragraph</u></b>	<b><u>Contents</u></b>
<b>U5600</b>	<b>Purpose</b>
<b>U5605</b>	<b>Definition of Terms</b>
	A. Member With Dependents
	B. Member Without Dependents
<b>U5610</b>	<b>Eligibility</b>
	A. Member With Dependents
	B. Member Without Dependents
<b>U5615</b>	<b>Determining Amount Payable</b>
	A. General
	B. Dependents Authorized to Relocate in Connection With PCS but Delay Their Travel
<b>U5620</b>	<b>Fiscal Year Limitation on Payment of DLA</b>
	A. General
	B. Application of Fiscal Year Limitation on Payment of DLA
<b>U5630</b>	<b>Factors Affecting Entitlement</b>
	A. General
	B. Special Categories DLA Authorized
	C. Special Categories DLA Not Authorized
	D. Relocation of Household Incident to Alert Notification
	E. Entitlement When Member Married to a Member is Transferred to a New PDS

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**PART H: TEMPORARY LODGING EXPENSE (TLE) ALLOWANCE WITHIN CONUS**

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<b><u>Paragraph</u></b>	<b><u>Contents</u></b>
<b>U5700</b>	<b>Purpose</b>
<b>U5705</b>	<b>Entitlement</b>
<b>U5710</b>	<b>Time Limitations</b>
<b>U5715</b>	<b>Temporary Quarters</b>
<b>U5720</b>	<b>Reimbursement</b> <ul style="list-style-type: none"><li>A. Member Married to Member</li><li>B. Per Diem Rate Used</li><li>C. Maximum Reimbursement</li><li>D. Reimbursement Example</li><li>E. Reimbursement Computation</li></ul>

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**PART I: POV STORAGE WHEN POV TRANSPORTATION ISN'T AUTHORIZED**

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<b><u>Paragraph</u></b>	<b><u>Contents</u></b>
<b>U5800</b>	<b>General</b>
<b>U5805</b>	<b>Eligibility</b> <ul style="list-style-type: none"><li>A. Members</li><li>B. Storage</li></ul>
<b>U5810</b>	<b>Reimbursement for Transportation To/From a Storage Facility</b> <ul style="list-style-type: none"><li>A. General</li><li>B. Delivery/Pick-up of a POV</li><li>C. Delivery of a POV Accomplished Concurrently with Member's PCS Travel and No TDY En Route is Involved</li><li>D. Pick-up of a POV Accomplished Concurrently with Member's PCS Travel and No TDY en route is Involved</li><li>E. POV Delivery/Pick-up to/from a Designated Storage Facility Accomplished Concurrently with TDY En Route</li></ul>
<b>U5815</b>	<b>Storage Facilities</b> <ul style="list-style-type: none"><li>A. Designated Storage Facilities</li><li>B. Personally Procured POV Storage</li></ul>
<b>U5820</b>	<b>Factors Affecting Storage of POV</b> <ul style="list-style-type: none"><li>A. Orders Amended, Modified, Canceled or Revoked</li><li>B. Storage Before Orders Issued</li></ul>
<b>U5825</b>	<b>Excess Cost Collection</b>
<b>U5830</b>	<b>Continued POV Storage After Entitlement Ends</b>
<b>U5835</b>	<b>Care and Storage</b>



**PART B: MEMBER ALLOWANCES FOR TRANSPORTATION AND SUBSISTENCE****U5100 GENERAL**

This Part prescribes members' entitlements to travel and transportation allowances for PCS travel from the old PDS to the new PDS. Members are entitled to these allowances whether or not they take leave en route.

***NOTE:*** *When residence relocation is unnecessary because the old and new PDSs are in proximity to each other, the member may not be paid MALT PLUS, unless ordered to perform TDY en route.*

**U5105 TRAVEL AND TRANSPORTATION OPTIONS**

A. General. A member may elect to:

1. travel by POC (see subpar. B), or
2. personally procure common carrier transportation (see subpar. C), or
3. be provided transportation in kind (see subpar. D),

except when:

1. travel is performed partly at personal expense and partly by Government-procured transportation and/or Government conveyance (see subpar. E),
2. the transportation mode is directed (including group travel) (see par. U5108),
3. travel OCONUS is involved (see par. U5116),
4. there are special circumstances (see par. U5120 and Chapter 7), or
5. POV delivery/pickup is involved, (see par. U5413).

★ B. MALT PLUS for POC Travel. POC use for PCS travel, other than transoceanic, is advantageous to the Government. A member traveling by POC is entitled to MALT PLUS. The MALT is paid on a "per mile" basis for the official distance of each portion of the ordered travel (see par. U5150). The PLUS (per diem) portion is paid on a whole day calendar basis for the allowable travel time. Per diem or AEA (as prescribed in Chapter 4, Part B or C) cannot be paid for the same day as MALT PLUS. However, a per

diem or AEA is authorized for any necessary delay or processing time at a passenger port of embarkation/debarkation or personnel processing center (except when prohibited by par. U5125-A3 or U5130-A3).

1. MALT Rates. A member's MALT rate depends on the number of authorized travelers in the POC. An authorized traveler is any member or dependent traveling incident to PCS orders. MALT rates per POC are:

- a. \$0.15 per mile for one authorized traveler,
- b. \$0.17 per mile for two authorized travelers,
- c. \$0.19 per mile for three authorized travelers, and
- d. \$0.20 per mile for four or more authorized travelers.

Reimbursement of parking fees, ferry fares, road, bridge and tunnel tolls is authorized for the direct route between the official points involved. Only the member responsible for paying the POC operating expenses (i.e., any cost directly associated with POC use for official travel) is entitled to the MALT and expense reimbursement.

***(NOTE: Charges for repairs, depreciation, replacements, grease, oil, antifreeze, towage and similar speculative expenses are not reimbursable expenses in connection with using a POC on official travel. However, travelers may be eligible to submit claims for repairs to POCs used for official travel, using Service procedures, under the Military Personnel and Civilian Employees Claims Act (31 U.S.C. §240-243).***

2. Per Diem. A flat per diem of \$50 shall be paid for each day required for PCS travel between authorized points, up to the allowable travel time computed under par. U5160. If used, Government quarters and/or mess have no effect on the amount of per diem paid. Each member traveling in a POC is entitled to the \$50 per diem.

C. Reimbursement for Personally Procured Common Carrier Transportation Plus Per Diem. A member who procures common carrier transportation at personal expense is entitled to reimbursement up to the amount authorized in pars. U3110, U3125, U3130, and U3135. The member may elect to procure common carrier transportation (including

sleeping accommodations) at personal expense under an individual travel order and be reimbursed for the transportation cost for the mode authorized and used. However, reimbursement shall not exceed the cost for the authorized transportation and accommodations over a commonly traveled direct route in accordance with a schedule(s) necessary to meet the requirements of the orders. *Reimbursement under this subparagraph is based on special Government contract fares only if Government-procured transportation is available under par. U3120 (B-163758, July 24, 1972).* Per diem entitlement is computed under par. U5113.

**D. Transportation in Kind, or Government-Procured Transportation, Plus Per Diem.** When the Government provides transportation at no cost, the member is entitled to per diem under par. U5113.

**E. Travel by Mixed Modes**

1. **General.** If travel is performed by mixed modes for a separate journey (see par. U5150), the member's entitlement is determined under subpar. 2.

***NOTE: the following are not mixed mode travel:***

- a. reimbursed travel between the duty station and local common carrier terminal,
- b. travel between Government and commercial terminals, or
- c. travel between these points by Government conveyance.

2. **Computation.** Allowance entitlement is for the travel actually performed, limited to the greater of:

- a. MALT PLUS for the ordered travel distance; or
- b. what it would have cost the Government had Government-procured transportation been used between the authorized points, plus per diem as prescribed in par. U5113, for the time required to travel between the points of ordered travel.

If Government-procured transportation is used, its cost must be subtracted from the entitlement. If the cost of Government-procured transportation used exceeds the cost for the entire ordered travel, the excess shall be collected from the member. If MALT PLUS is paid, the Government-procured transportation cost shall be collected from the

member. See par. U5160-F for travel time computation.

**U5106 TRANSPORTATION BETWEEN GOVERNMENT AND COMMERCIAL CARRIER TERMINALS**

When a member must procure transportation (other than a taxicab, airport limousine, bus, streetcar, subway or special conveyance) at personal expense between Government and commercial carrier terminals, the member is reimbursed for this transportation. See Chapter 3, Part E.

**U5107 POC TRAVEL PROHIBITED**

Each Service may issue regulations prescribing Service exigencies under which order-issuing officials may prohibit members traveling as individuals (as distinguished from group travel) from using a POC. If there are no such regulations, orders prohibiting POC transportation are without effect. Paragraph U5108 applies if the member's orders state that POC travel is prohibited, or specifically direct a particular transportation mode (see par. U3002). *If the member travels by POC, there is no travel reimbursement entitlement.*

**U5108 ALLOWANCES WHEN TRANSPORTATION MODE OR GROUP TRAVEL DIRECTED**

If a member is directed to use a specific transportation mode, par. U5105 does not apply. When a mode is directed, reimbursement for expenses is authorized as follows:

**A. Government Conveyance.** When exigencies of the Service require Government conveyance use for PCS travel, the orders must direct it. *If a member's PCS orders direct Government transportation use and the directed mode is available in time to comply with the orders but the member elects to travel by another mode at personal expense, the member shall not be reimbursed for transportation costs.* If the directed Government conveyance is not available in time to comply with the orders, see par. U5105-B or C.

**B. Common Carrier.** Each Service may issue regulations prescribing conditions under which order-issuing officials may direct members traveling as individuals (as distinguished from travel as members of a group) to use common carriers. The regulations must indicate the Service exigencies that require such action. In the absence of such regulations, orders directing common carrier transportation are without

effect. Ordinarily, travel is directed by Government-procured transportation. *If the member fails to travel by the directed mode and the mode directed is available in time to comply with the orders, the member shall not be reimbursed for transportation costs.*

C. Group Travel. When Service exigencies require that the member perform PCS travel as a member of a group, that requirement must be stated in the member's orders. The guidelines and considerations in directing TDY group travel (see par. U4000) also apply for PCS. Members shall not be reimbursed for transportation costs. Necessary transportation (including sleeping accommodations, if available and required) are furnished by the Government. Quarters and meals (by meal tickets (par. U5018), or otherwise) are provided by the Government at no cost to the traveler. No per diem or AEA is payable unless meals or quarters are not furnished. If not furnished, reimbursement is authorized for occasional meals and quarters in the same manner as for members on TDY under par. U4510. Officers may not be reimbursed for any expense they incur for Government meals.

D. Transportation Mode Directed to First Duty Station Upon Enlistment, Reenlistment, or Induction. Each Service may issue regulations authorizing order-issuing officials to direct in travel orders the use of Government transportation or common carriers and meal tickets for travel of enlistees, reenlistees, or inductees from the place of enlistment, reenlistment, or induction to the first station. *If a member fails to travel by the mode directed in the member's orders and that mode is available in time to comply with the orders, the member shall not be reimbursed for transportation costs.* When the directed mode is not available, reimbursement is authorized. In such cases, a member traveling by POC is entitled to reimbursement at the applicable MALT rate for the official distance of the ordered travel and a member who procures common carrier transportation at personal expense is entitled to reimbursement under par. U3110 or U3115, as applicable. When meal tickets are not available and meals and/or lodgings are required, reimbursement is authorized for occasional meals and quarters under par. U4510. If Government or Government-procured transportation and meal tickets are used, the member is entitled to reimbursement of miscellaneous reimbursable expenses under Chapter 4, Part F.

E. When Foreign Government Transportation Is Directed or Used. *When transportation, under the terms of a contract or agreement between the United States and a foreign government and at no*

*cost to the United States or the member, is directed and available but the member travels by a different mode, the member shall not be reimbursed for transportation costs. When a member uses transportation furnished by a foreign government on a complimentary basis, there is no entitlement to transportation allowance for that portion of the travel.*

## U5109 MISCELLANEOUS REIMBURSEMENT

For reimbursement of miscellaneous travel expenses incurred during a PCS move, see Chapter 4, Part F.

## U5113 PER DIEM FOR PCS TRAVEL

A. Rate. The per diem rate for the new PDS and the procedure in par. U4125 are used for PCS travel when transportation is personally procured (par. U5105-C), furnished in kind, or Government procured (par. U5105-D), for separate legs of a journey (par. U5150). If there is an overnight stop or TDY en route, the per diem rate for that day is the stopover or TDY location rate. M&IE for the arrival day at the new PDS is the new PDS rate whether or not there is a stopover.

B. Partial Days of Travel. The 75% rate in par. U4125-A3a applies to the days of departure and arrival at PDSs, designated places, or COT leave locations. If travel begins and ends on the same day, per diem is 75% of the appropriate M&IE rate (par. U4125-A3).

C. Entitlement. Whenever PCS travel is completed on a single calendar day with more than one leg of a journey involved (par. U5150), and at least one leg is performed by POC, the member is entitled to per diem as in par. U4125. When a member takes leave in connection with a PCS, or there is TDY en route, per diem is authorized for allowable travel time. When Government quarters are available on an OCONUS U.S. installation a member in a travel status is entitled to an incidental expense rate of \$3.50 for all full travel days, except for the day travel begins or ends.

## U5116 PCS TO, FROM, OR BETWEEN OCONUS POINTS

A. General. Except as specifically provided in subpars. B and C, a member, traveling on PCS orders that neither direct a transportation mode nor specify group to, from or between OCONUS points, is entitled to:

1. the applicable allowances prescribed in par. U5105 for the official distance between the old PDS and the appropriate aerial or water port of embarkation serving the old PDS;
2. transportation by available Government aircraft or vessel, otherwise Government procured transportation or reimbursement for transportation procured at personal expense for the transoceanic travel involved (see subpar. D) plus applicable per diem; and
3. the applicable allowances prescribed in par. U5105 for the official distance between the appropriate aerial or water port of debarkation serving the new PDS.

For travel to and from vehicle processing centers accomplished concurrently with travel performed under items 1 and/or 3, see par. U5413.

**B. When Land Travel Only Is Involved.** Except as specifically provided in subpar. C, a member on PCS orders not involving transoceanic travel (see Appendix A) is entitled to the applicable allowances prescribed in par. U5105 for the official distance.

**C. Transoceanic Travel**

1. **General.** When transoceanic travel is involved between PDSs, the usual means of accomplishing travel is to use Government or Government-procured air transportation for personal and dependent transoceanic travel. Reimbursement is authorized for:

- a. personal travel under subpar. A;
- b. dependents' travel under par. U5205-B; and
- c. POV delivery to the vehicle processing center for shipment under par. U5413.

2. **POC Travel**

a. **General.** When transoceanic travel usually would be involved but the member is authorized to and travels by POC as advantageous to the Government for the entire distance between duty stations, reimbursement is on a MALT PLUS basis for the member (and dependents if applicable) for the official distance involved. Such reimbursement is authorized even though it exceeds that authorized in subpar. 1.

b. **Travel Partly by POC and Partly by Common Carrier.** When travel by POC has been authorized as prescribed in subpar. a, but actual travel is performed between the old and new PDSs by mixed modes, reimbursement is under par. U5105-E.

3. **POC Travel Involving a Car Ferry.** When a member travels between two PDSs partly by POC and partly by transoceanic car ferry (circuitously or otherwise), the member is entitled to:

- a. MALT PLUS for the official distance from the old PDS to the car ferry POE and from the car ferry POD to the new PDS (***NOTE: If more than one car ferry is used, MALT PLUS is payable for overland travel between ferries.***);
- b. Government-procured transportation or reimbursement for the transportation cost of personal travel for the member on the car ferry (including the cost of required staterooms but not the cost of meals);
- c. reimbursement for ferry fees;
- d. dependents' transportation as for members in items a and b;
- e. for travel aboard a car ferry other than on the Alaska Marine Highway System, per diem for the day of arrival (embarkation) on board at the rate applicable to the POE and per diem from the day following embarkation through day of departure (debarkation) at the rate applicable to the POD; or
- f. for travel aboard an Alaska Marine Highway System car ferry, per diem for the day of arrival (embarkation) on board at the rate applicable to the POE and per diem from the day following embarkation through day of departure (debarkation) at the highest CONUS M&IE rate.

The nonavailability of U.S. registered carrier certificate or memorandum required by par. U3125-C6 must be attached to the voucher, when applicable.

**D. Reimbursement for Transoceanic Transportation Costs**

1. **Government or Government-Procured Transportation Available.** *When travel is directed by Government or Government-procured transportation and the member performs transoceanic travel at personal expense, no*

*reimbursement for the transoceanic travel is authorized.* If Government and Government-procured transportation are both authorized and available, the member is entitled to reimbursement for the cost of the transportation used up to the cost of the lowest priced transportation mode authorized and available.

2. Government Transportation and Government-Procured Transportation Not Available. When Government transportation and Government-procured transportation are not available, the member is entitled to reimbursement for the cost of transportation used up to the least costly available scheduled commercial air service over the direct route between the origin and destination. If travel by aircraft is medically inadvisable for the member or an accompanying dependent, reimbursement is limited to the least costly available first-class passenger accommodations on a commercial ship.

3. Travel by Vessels or Aircraft of Foreign Registry. *See Chapter 3, Part B, for the only circumstances when reimbursement is authorized for travel at personal expense on vessels or aircraft of foreign registry.*

E. Reimbursement When Member Performs Circuitous Travel. When a member, at personal expense and convenience, performs PCS travel over a circuitous route, the member is entitled to:

1. MALT PLUS for land travel performed from the time the member departs the old PDS until the member reports to the new PDS,
2. reimbursement for the cost of transoceanic U.S.-flag transportation used and per diem, and
3. reimbursement for transoceanic foreign-flag transportation used and per diem up to the cost the Government would have incurred for the member's transportation on the direct route if travel by foreign-flag carrier on the circuitous route is supported by the certificate required in Chapter 3, Part B, stating U.S.-flag carrier was not available on the direct route and a certificate stating U.S.-flag was not available on the circuitous route.

The total amount of reimbursement shall not exceed the amount the member would have been entitled to under subpar. A via the direct route between the old and new PDSs. If travel by a specific mode is directed in a member's orders and the member travels

by a different mode, the maximum cost computed under subpar. A shall be reduced by the cost of the unused directed transportation mode (see Appendix A for definition of circuitous travel).

## U5120 TRAVEL AND TRANSPORTATION ALLOWANCE UNDER SPECIAL CIRCUMSTANCES

A. Travel When Orders to Active Duty Are Received at a Place Other Than That to Which Addressed. When orders to active duty are received at, and travel begins from, a place other than that to which the orders were addressed, PCS allowances are authorized from that place, not to exceed those from the place to which the orders were addressed.

B. PCS Orders Received at TDY Station. A member, who receives PCS orders while on TDY, and returns to the old PDS, is paid PCS allowances from the TDY station to the old PDS, and then to the new PDS via any TDY station(s).

C. PCS Orders Received While on Leave

1. Orders Received While on Leave from TDY Station. A member, who receives PCS orders while on leave from a TDY station, and returns to the old PDS, is paid PCS allowances from the leave point to the old PDS and then to the new PDS via any other TDY station(s), not to exceed the allowances from the TDY station to the old PDS and then to the new PDS via any other TDY station(s).

2. PDS Changed or Assigned While on Leave from the PDS. A member, who receives PCS orders while on leave from the old PDS, and begins PCS travel from that site, is entitled to PCS allowances from the place where orders are received to the new PDS, not to exceed allowances from the old to the new PDS.

D. PCS With TDY at a Location Near (But Outside the Limits of) the Old or New PDS. No per diem allowance is payable at a TDY location in connection with a PCS with TDY en route near the old or new PDS if the member commutes to the TDY from the quarters occupied while attached to the old PDS or the permanent quarters the member shall occupy at the new PDS. This applies when a member performs TDY at or near the homeport when the PDS is a ship or an afloat staff. Quarters (residence, suite, room, cubicle, etc.) at the old PDS are no longer permanent quarters on and after the date of transportation of the PCS HHG weight allowance. Quarters at the new PDS are permanent on and after the date the PCS HHG weight allowance is accepted. Transportation

expenses incurred in commuting between such quarters and the place of TDY may be paid under Chapter 3, Part F, when travel is within the area defined in par. U3500-B, or paid under par. U3325 when travel is from outside that area. A member required to procure meals at personal expense outside the PDS limits shall be reimbursed for the meal(s) under par. U4510. When travel outside the TDY area is required, travel, transportation, and per diem allowances under Chapter 4, Part B, are authorized.

★ **NOTE:** See par. U4102-D for TDY en route within the limits of the old or new PDS.

E. Orders Canceled, Amended or Modified En Route

1. Orders Canceled Returning Member to the Old PDS. If PCS orders are canceled, limited PCS allowances are authorized from the old PDS to the location at which cancellation notification was received and return to the old PDS. The amount payable is limited to travel from the old PDS, via any en route TDY locations, to the contemplated new PDS and return.

2. Orders Amended or Modified to Name a New PDS or En Route TDY Station. If PCS orders are amended or modified naming another new PDS or en route TDY station(s), limited PCS allowances are authorized from the old PDS to the location at which amended orders were received to the last-named new PDS. The amount payable is limited to travel from the old PDS to the last-named new PDS via any en route or added en route TDY locations and the first-named new PDS.

F. Orders Involving Units with Homeports or PDS Locations. PCS allowances for the travel described below may be authorized/approved by the official(s) designated by the Service concerned when the member must

1. assist in the transportation of dependents and/or HHG,
2. pick up personal items, or
3. personally drive the member's POC.

1. Homeport Changed. When a unit's homeport is changed, a member may be paid PCS allowances to the old homeport and then to the new

homeport via any TDY stations(s). If the unit is at the old homeport, the member may be paid PCS allowances from old homeport to the new homeport and return to the unit via any TDY station. This travel must begin within 1 year from the effective date of the homeport change, unless the time limit is extended by the Secretarial Process. If a member is on leave from a deployed unit whose homeport is changed, the PCS allowances accrue from the leave point to the new homeport via the old homeport, not to exceed the allowances payable from the unit's location when the member departed on leave to the new homeport via the old homeport (57 Comp. Gen. 198 (1977), 60 id. 561 and 564 (1981)).

2. PCS From a Unit When the Unit Is Away from Homeport/PDS. A member, ordered PCS while with the unit away from its homeport or PDS, may be paid PCS allowances from the location at which PCS travel begins to the new PDS via the old homeport/PDS and any TDY station(s).

3. PCS to a Unit When the Unit Is Away from Homeport/PDS. A member, ordered PCS to a unit that is deployed away from its homeport/PDS, may be paid PCS allowances from the old PDS to the new unit via its homeport/PDS and/or any TDY station(s).

4. PCS to a Unit Whose Homeport Change Has Been Announced and the Member Arrives Before or After the Effective Date of Homeport Change. A member, ordered PCS to a unit whose homeport change has been announced and who travels to the new homeport either before or after the effective date of the homeport change, may be paid PCS allowances from the old PDS to the unit via the new homeport and any TDY station(s) (60 Comp. Gen. 561 (1981)).

5. PCS to a Ship With a Homeport Assignment Effective Upon Commissioning. A member, ordered to a newly commissioned ship and the ship's announced homeport is different from the member's old PDS, may be paid PCS allowances to the old PDS (or homeport), then to the ship's announced homeport via any TDY stations, and then to the place where the ship is located. For two-crew ships, both crews may be paid these allowances. This travel must begin within 1 year from the effective date of the ship's commissioning (60 Comp. Gen. 561 and 564 (1981)).

### U5315 ADMINISTRATIVE WEIGHT LIMITATIONS

A. General. Administrative weight limitations in this paragraph and administrative weight or item allowances (within the table of weight allowances in this Part) established by the Services are subject to conditions in Service regulations. An eligible member is entitled to HHG transportation to a designated place and/or NTS of the remainder of the authorized HHG weight allowance that may not be transported to the PDS.

B. Entitlement. On a PCS to/from an OCONUS PDS designated by the Service concerned as a place where Government-owned furnishings are provided for all quarters, a member is limited to HHG transportation of 2,000 pounds (net) or 25 percent (net) of the weight allowance in par. U5310-B, whichever is greater, plus transportation of unaccompanied baggage. See subpar. C for exceptions. If both spouses are members and are assigned to the same OCONUS area where they jointly occupy quarters, they are limited to one administrative weight allowance, based on the weight allowance of the higher ranking member; however, each is entitled individually to transportation of unaccompanied baggage and PBP&E.

#### C. Exceptions.

1. General. Administrative weight limitations do not apply:

- a. to shipments from nonforeign OCONUS areas to any location where there's no Service administrative weight limitation;
- b. to members with a weight allowance of less than 2,000 pounds; or
- c. to members on duty as U.S. Defense Attaches.

2. Government Furnishings Unavailable. When an item of Government furnishings ordinarily provided at a new PDS is unavailable, the weight limitation is increased in an amount equal to the weight of personally-owned substitute furnishings.

3. Weight Allowance Increase. A member's request to increase the restricted HHG weight allowance, may be authorized/approved through the Secretarial Process in the following circumstances:

- a. the member is assigned COT from an unrestricted to a weight restricted area;

- b. the member extends a tour for one year or longer within the same weight restricted area;
- c. additional furnishings were acquired through marriage after the member was assigned to the weight restricted area; or
- d. circumstances exist that would cause undue hardship if the weight restriction were enforced.

***NOTE:*** The combined weights of stored HHG plus transported HHG shall not exceed the weight allowance in par. U5310-B.

4. Additional HHG at Member's Expense. Additional HHG may be transported on a Personal Property Government Bill of Lading (PPGBL). The member must pay the cost of transporting the excess weight.

### U5317 HHG TRANSPORTATION ENTITLEMENT DISALLOWED

HHG transportation entitlement does not exist for members (See par. U5203-B for related dependent transportation:

1. of reserve components when called/ordered to active duty (including active duty for training) for less than 20 weeks, or active duty for training for 20 or more weeks when the active duty is for less than 20 weeks at any one location (see par. U5345-B2);
2. on leave;
3. who are in an AWOL status; deserters or stragglers; dropped or dismissed; transferred as prisoners to a place of detention; or in confinement, except as provided in pars. U5370-D1, U5370-D8 (see also par. U5240-D2, item h), and U5370-J;
4. serving in CONUS, who have no dependents, incident to a court-martial, sentence, or resignation, or an administrative discharge under conditions other than honorable (for such members who have dependents, see pars. U5370-D1, U5370-D8 (see also par. U5240-D2, item h), and U5370-J);
5. under orders to a course of instruction of less than 20 weeks duration (except HHG

within the TDY weight allowance may be transported);

6. called/ordered to active duty for basic training for less than 6 months (see par. U5345-B2);
7. when less than 12 months remain in an OCONUS tour after the scheduled arrival date of the HHG at the PDS, except under par. U5350-J (exceptions may be granted through the Secretarial Process when the HHG shipping time uses a portion of the 12 months at the OCONUS PDS), and when assigned to Foreign Service Schools under par. U5345-D1;
8. transferred between PDSs located in proximity to, or activities at, the same PDS, except as provided in par. U5355-B1 (57 Comp. Gen. 266 (1978)).

#### U5318 RE-TRANSPORTATION OF THE SAME HHG

HHG transportation shall not be made for a member's convenience to some other place for re-transportation later.

#### U5320 METHODS OF TRANSPORTATION

A. HHG. HHG transportation is authorized by the transportation mode which provides the required services satisfactorily at the best value to the Government.

B. Unaccompanied Baggage. Unaccompanied baggage transportation is authorized by an expedited mode when necessary to enable the member to carry out assigned duties or to prevent undue hardship to the member and/or dependents. When the expedited mode is commercial air, a maximum of 1,000 pounds (net) may be transported. Unaccompanied baggage in excess of 1,000 pounds (net) may be transported if authorized in accordance with Service regulations.

C. Government - Procured Transportation. Ordinarily, HHG transportation is arranged through a shipping or transportation officer and the Government assumes responsibility for the shipping and storage of HHG in accordance with subpar. A.

★ D. Personally-Procured Transportation and NTS. An eligible member (i.e., a member or next of kin in the case of a member's death) may personally arrange for transportation and/or NTS of HHG. Reimbursement claims should be prepared and submitted in

accordance with Service regulations (see par. U1010-B7). The Government's cost limit is linked to the member's maximum HHG weight allowance (i.e., if the member transports HHG in excess of the authorized weight allowance, all payments are based on the authorized weight allowance.) (See par. U5385.)

***NOTE: Members who choose to personally arrange for HHG shipment (i.e., move the HHG themselves, or contract directly for the HHG to be moved) are entirely responsible for all issues related to the Status of Forces Agreement (SOFA), import/export processes, tariffs, customs, etc.***

1. Government-procured HHG Transportation and/or NTS Not Available. A member who personally arranges for transportation or NTS is entitled to reimbursement of the actual cost

- a. when a shipping or transportation officer is not available, or
- b. the member is instructed by the shipping or transportation officer to transport HHG or place them in NTS at personal expense.

(See Transportation of HHG in Appendix A and NTS in par. U5380.) The cost of the direct hire or rental of a conveyance (with or without operator) and/or hire of an operator of a conveyance is included as part of the actual cost. The special routing and services in par. U5340-E are not included as part of the actual cost.

2. Government-procured Transportation and/or NTS Available. A member who personally arranges for transportation or NTS is entitled to:

- a. reimbursement of the actual cost not to exceed the Government's constructed transportation and/or NTS cost, or
- b. payment of a monetary allowance equal to 95% of the Government's constructed cost

when a shipping or transportation officer is available or if the member chooses to arrange for the HHG transportation or NTS at personal expense.

#### 3. Establishing HHG Weight

a. General. The HHG net weight ordinarily is established with certified weight certificate(s) from a public weighmaster or Government scales. The net weight or the member's authorized weight allowance,



whichever is less, is used to determine the constructive cost.

b. When Weight Certificates are Unobtainable. Through the Secretarial Process, use of constructive weight may be authorized/approved if the HHG net weight cannot be established with certified weight certificates because:

- (1) a public scale or a Government scale was not available; or
- (2) if HHG had been moved commercially, the carrier or contractor would have been paid for the move on a basis other than weight.

The constructed weights in par. U5335-E are to be used. The eligible shipper may be requested to substantiate the reasonableness of the constructed weight claimed. If the constructive weight is unreasonable, the Service may base reimbursement on a reasonable weight.

4. Final Settlement. Final settlement for reimbursement of actual expenses requires submission of certified weight certificate(s) or an acceptable constructive HHG weight. When Government-procured transportation and/or NTS is available, the Government must never incur expenses for the HHG movement in excess of 100 percent of the Government's projected cost to transport the HHG commercially. Any excess shall be charged to the member.

5. The DTOD used for HHG transportation must be used for personally arranged moves (using shortest distance). See par. U2020 for DTOD requirements.

★ E. Split Shipment. A member may ship HHG by Government-procured and/or personally moved/procured transportation as long as the combined HHG shipments do not exceed:

1. the member's authorized HHG weight allowance, and
2. the cost of Government-procured HHG transportation in one lot between authorized places (except under par. U5320-D1).

#### **U5330 FACTORS AFFECTING HHG TRANSPORTATION**

A. Combining Weight Allowances When Husband and Wife Are Both Members. Their weight allowances as prescribed in par. U5310-B may be

combined for HHG transportation and/or NTS incident to the transfer of both under PCS orders between PDSs at which joint residences within commuting distances of the PDSs were/are to be maintained. For a move involving either member or both members as a retiree/separatee, the weights may be combined if the move is to:

1. a joint residence in the vicinity of the new PDS of the member remaining on active duty from which that member is to commute to the new PDS, or
2. a joint residence being established by both retirees/separatees at the HOS/HOR (limited by the lesser entitlement.)

If one member/spouse dies, see par. U5372-H for the authorized weight allowance of the surviving spouse/member.

B. Impact of Effective Date of Orders. The entitlement to HHG transportation accrues and becomes fixed on the effective date of PCS orders. Except as authorized in par. U5370-H for members reduced in grade, the weight allowance is based on the grade held on the effective date of the orders authorizing the HHG transportation.

C. Orders Amended, Modified, Canceled, or Revoked. HHG transported after PCS orders are received shall be transported to the proper destination at Government expense when the orders are later amended, modified, canceled or revoked.

D. Improper Transportation. HHG, including those transported under pars. U5370 and U5372, improperly transported or otherwise unavoidably misdirected, through no fault of the member, may be transported to the proper destination.

E. Items of Extraordinary Value. These items may be transported by an expedited mode which provides satisfactory service at the best value to the Government, and not be counted as unaccompanied baggage. Examples of items of extraordinary value are: articles of gold and other precious metals; jewels; valuable art; rare and costly collections; and items of substantial value ordinarily worn or carried (cameras and accessories, binoculars, jewelry, including costume jewelry) which are prone to pilferage. Items which are irreplaceable or are of extreme value or sentiment are not provided special security even though extra-value insurance may be purchased. The net weight of such shipments shall be charged against the weight allowance in par. U5310-B.

**F. HHG and Mobile Home Allowances**

1. General. Except as indicated in pars. U5505-B, U5540-B and this subparagraph, HHG transportation is not authorized for members who elect mobile home allowances.

2. PCS Between PDSs in CONUS or Alaska and PDSs OCONUS or Alaska

a. Dependents Authorized Concurrent Travel or Concurrent Travel Delay Anticipated to Be for Less Than 20 Weeks from Member's Port Reporting Month. When concurrent travel of dependents is authorized or is to be authorized within 20 weeks and dependent travel shall not be performed by all the dependents, a member is entitled to:

- (1) HHG and unaccompanied baggage transportation to the OCONUS PDS, and
- (2) mobile home allowances to a designated place in CONUS or Alaska under par. U5505-B2, provided the dependent(s) not traveling to the PDS are to use the mobile home as a residence during the member's OCONUS tour.

b. Concurrent Travel of Dependents Denied or Delay Anticipated to Be for 20 or More Weeks from Member's Port Reporting Month. When a member is assigned to OCONUS duty, concurrent travel of dependents is not authorized, and mobile home allowances are elected to a designated place in CONUS or Alaska, the member is entitled to HHG and unaccompanied baggage transportation to the OCONUS PDS within the cost limitations in par. U5505-B2. If the dependents later are authorized to travel to the OCONUS PDS at Government expense, the member may transport HHG from the designated place to the OCONUS PDS within the cost limitations in par. U5505-B3.

c. Return to CONUS or Alaska. A member stationed OCONUS or outside Alaska who's returned to CONUS or Alaska under PCS orders and who elects mobile home allowances within CONUS or Alaska, also is entitled to HHG and unaccompanied baggage transportation from the OCONUS or Alaska PDS to the new PDS, HOR or PLEAD, or HOS (as applicable) under par. U5505-B4. The member is not entitled to HHG or unaccompanied baggage transportation if electing mobile home allowances between a PDS in Alaska and a PDS in CONUS, unless the HHG were removed from the mobile home to meet safety requirements.

3. Under Unusual or Emergency Circumstances

a. A member stationed OCONUS or in Alaska:

- (1) whose dependents are returned to CONUS or Alaska under par. U5240, and
- (2) who elects mobile home allowances within or between CONUS or Alaska under par. U5540-A,

also is entitled to HHG and unaccompanied baggage transportation from the OCONUS or Alaska PDS to the designated place, except for items of HHG removed from the mobile home to meet safety requirements.

b. A member:

- (1) whose dependents are returned from Alaska to CONUS under par. U5240-D, and
- (2) who elects mobile home allowances from Alaska to CONUS, is not entitled to HHG or unaccompanied baggage transportation, except for items of HHG removed from the mobile home to meet safety requirements.

22. Assignment or reassignment of Government quarters (subpar. G1a).	22. Date member is ordered to relinquish Government quarters.
23. Assignment to Government quarters is terminated or member is required to vacate Government quarters temporarily (subpar. G1a).	23. Date member is subsequently assigned to Government quarters or to other quarters under the jurisdiction of a Service, is authorized to return to previously vacated or similar Government quarters, or the reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order, whichever is earliest.
24. Required to temporarily vacate other quarters under the jurisdiction of the Service (subpar. G1b).	24. Date member is authorized to reoccupy these quarters, is assigned Government quarters, or the reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order, whichever is earliest.
25. Installation of Government owned furniture and appliances which displace similar privately owned items in Government quarters or other quarters under Service jurisdiction (subpar. G).	25. Date member is ordered to relinquish the quarters.
26. HHG in NTS is awarded to ex-spouse incident to a divorce.	26. A reasonable period of time not to exceed member's authorized period of storage (61 Comp. Gen. 180 (1981)).
27. Ordered to an area to which transportation of personal baggage isn't permitted.	27. Member's reporting-not-later-than date, or the specific reporting date shown in the next subsequent PCS order to a PDS to which transportation of personal baggage is authorized.
28. Evacuation of OCONUS PDS (par. U6010)	28. Member's reporting-not-later-than date, the specific reporting date shown in the next subsequent PCS order or when return of HHG to the member's residence at or in the vicinity of the OCONUS PDS is authorized.

#### ★ U5385 ADVANCE OF FUNDS

Except for USPHS, advance payment of an operating allowance for self-procured transportation of HHGs is authorized depending on the type move the member elects. Advance payment is authorized:

- a. of a monetary allowance, equal to the constructed expenses for transportation arranged under par. U5320-D1.
- b. of a monetary allowance, equal to the constructed expenses, NTE 100% of the Government's constructed cost arranged under par. U5320-D2a.
- c. of 60% of the monetary allowance under par. U5320-D2b.



## PART I: POV STORAGE WHEN POV TRANSPORTATION TO PDS/TDY IS NOT AUTHORIZED

### ★ U5800 GENERAL

This Part prescribes POV storage entitlements for members either ordered to a foreign OCONUS PDS to which a POV is not permitted to be transported, or sent TDY for more than 30 days to a contingency operation. It also discusses allowances associated with:

1. delivery/pick-up of the POV to/from a storage facility (see par. U5410),
2. preparation at the storage facility of the POV for storage, and/or preparation for removal from the storage facility, and
3. actual storage.

This Part does not allow for storage of more than one POV, or storage of a POV instead of transportation to an authorized PDS location. Storage and/or transportation of additional POVs shall be at the member's expense.

### ★ U5805 ELIGIBILITY

***NOTE:*** *Members with a TDY start date or an effective date of PCS orders of 1 April 1997 and later are eligible for this entitlement.*

A. Members. A member is entitled to have one POV stored at a storage facility if:

1. the member is ordered to make a PCS to a foreign OCONUS PDS; and
  - a. the laws, regulations, or other restrictions imposed by the foreign country or the United States preclude shipment or entry of a motor vehicle at Government expense into that foreign country; or
  - b. the vehicle would require modification (other than normal maintenance servicing) as a condition to entry into the foreign country; or
2. the member is sent TDY for more than 30 days to a contingency operation.

B. Storage. The Secretary concerned may have the POV storage facilities designated.

1. Government-procured Storage Available. A Service may elect to store an eligible member's POV. If a Service elects to store an eligible member's POV, the member may still personally arrange storage at a commercial storage facility. A member who personally arranges for storage at a facility other than the designated facility is entitled to reimbursement of the actual storage cost, not to exceed the Government's constructed storage cost.
2. Government-procured Storage Not Available. When Government-procured storage is not available, or has not been designated, or the eligible member is instructed by the shipping/transportation officer to store the POV at personal expense, the member may arrange to store the POV at a commercial storage facility. The member is entitled to reimbursement of the actual storage costs.

### ★ U5810 REIMBURSEMENT FOR TRANSPORTATION TO/FROM A STORAGE FACILITY

A. General. A Service may elect to transport the POV to its storage location. If a Service elects not to transport the POV, the member may personally arrange for its transportation or drive it to the selected storage facility. If a Service elects to transport the POV, the member may still elect to personally arrange POV transportation – member's option.

1. Government-procured Transportation to Storage Facility Available

- a. The member is reimbursed the automobile mileage rate for the round trip distance for driving the POV to the VPC or other point designated for turnover for transportation to storage.
- b. When Government-procured transportation to a storage facility is available but the member elects to personally arrange for POV delivery to a storage facility, the member is entitled to reimbursement of the actual transportation cost not to exceed the Government's constructed transportation cost. If the POV is driven, the member may be reimbursed the automobile mileage rate for the round trip distance not to exceed the Government's constructed transportation cost.

2. Government-procured Transportation to Storage Facility Not Available. When Government-procured transportation to storage is not available, or the member is instructed by the shipping/transportation officer to transport the POV at personal expense, the member is entitled to reimbursement of the actual transportation cost or to automobile mileage for round trip distance if the POV is driven, as appropriate.

Travel time computed under par. U5160 is allowed for the round trips to deliver and pick-up a POV under this subparagraph

B. Delivery/Pick-Up of a POV

1. The Service concerned may elect to transport an eligible member's POV to and/or from the storage facility.
2. If the POV is not transported, the eligible member is entitled to round-trip transportation payment at the automobile mileage rate (see Appendix A) per mile between the PDS and the designated storage facility.
3. A roundtrip is authorized to:
  - a. deliver the POV to the storage facility, and
  - b. pick-up the POV from the storage facility.
4. These roundtrips are available only if POV delivery and/or pickup:
  - a. is not concurrent with PCS travel, or
  - b. is in connection with TDY on a contingency operation.

**NOTE: For this Part, a Reserve Component member's PLEAD is the PDS.**

C. Delivery of a POV Accomplished Concurrently with Member's PCS Travel and No TDY En Route Is Involved

1. Delivery - Travel to Passenger Port Via Storage Facility. When a member and/or dependent(s) delivers the POV from the old PDS to the designated storage facility, and then travels to the passenger port facility, the member is authorized:
  - a. MALT at the applicable rate per mile (see par. U5105-B1 and/or U5205-A1) for the official distance from the old PDS to the designated storage facility; and
  - b. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or a MALT for travel by POC (see par. U5105-B1 and/or U5205-A1) for direct travel from the designated storage facility to the passenger port of embarkation. The reimbursement for transportation from the designated storage facility to the passenger port of embarkation shall not exceed the cost for direct travel from the old PDS to the passenger port of embarkation.

In addition, members receive a flat per diem rate of \$50, and per diem for travel of dependents (see par. U5210). The flat per diem allowance is computed for a period not to exceed the allowable travel time for travel from the old PDS to the designated passenger port of embarkation.

2. Delivery - Travel to Storage Facility Via Passenger Port. An eligible member, who travels from the old PDS to the passenger POE, then to the designated storage facility, and then returns to the passenger port, is paid PCS allowances from the old PDS to the passenger port, plus the automobile mileage rate (see Appendix A) for the official one-way distance from the passenger port to the designated storage facility. Reimbursement for travel back to the passenger POE is not authorized.

D. Pick-Up of a POV Accomplished Concurrently with Member's PCS Travel and No TDY En Route Is Involved. When a member and/or dependent(s) travels from the passenger port of debarkation to the designated storage facility concurrent with PCS travel to the new PDS, the member is authorized:

1. MALT (see par. U5105-B1 and/or U5205-A1) for the official distance from the designated storage facility to the new PDS; and
2. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or a MALT for travel by POC (see par. U5105-B1 and/or U5205-A1) for direct travel from the passenger port of debarkation to the designated storage facility. The reimbursement for transportation from the passenger port of debarkation to the designated storage facility shall not exceed the cost for direct travel from the passenger port of debarkation to the new PDS.

In addition, members receive a flat per diem rate of \$50, and a per diem for travel of dependents (see par. U5210). The flat per diem allowance is computed for a period not to exceed the allowable travel time for travel from the passenger port of debarkation to the new PDS (see par. U5160-F).

E. POV Delivery/Pick-Up to/from a Designated Storage Facility Accomplished Concurrently with TDY En Route

1. Delivery of a POV to a Designated Storage Facility in Connection with TDY En Route. A member who delivers a POV to a designated storage facility in connection with a foreign OCONUS PCS with TDY en route, is authorized:

- a. MALT of \$0.15 per mile for the official distance from the old PDS to the TDY station(s) en route plus a per diem (see par. U5105-B2);
- b. a MALT of \$0.15 per mile for travel for the official distance from the TDY station to the designated storage facility; and
- c. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or a MALT for travel by POC (see par. U5105-B1 and/or U5205-A1) for direct travel from the designated storage facility to the passenger port of embarkation. The reimbursement for transportation from the designated storage facility to the passenger port of embarkation shall not exceed the cost for travel from the TDY station to the passenger port of embarkation.

In addition, members receive a flat per diem for the allowable travel time (see par. U5160-F) from the TDY station to the passenger port of embarkation.

***NOTE:*** *When a dependent(s) accompanies the member and/or delivers the POV to the designated storage facility, the travel and transportation allowances for the dependent(s) are computed using par. U4605.*

2. Pick-Up of a POV in Connection with TDY En Route. A member who picks up a POV from a designated storage facility in connection with PCS travel to an en route TDY station, is authorized:

- a. Government-procured commercial transportation, reimbursement for commercial transportation procured at personal expense, or a MALT for travel by POC (see par. U5105-B1 and/or U5205-A1) for direct travel from the passenger port of debarkation to the designated storage facility;
- b. a MALT of \$0.15 per mile for the member's travel for the official distance from the designated storage facility to the TDY station; and
- c. a MALT of \$0.15 per mile for travel for the official distance from the TDY station en route to the new PDS plus a per diem for the member at the rates prescribed in par. U5105-B2.

The total reimbursement for items a and b shall not exceed the cost for travel from the passenger port of debarkation to the TDY station. In addition, members receive a flat per diem for the travel in items a and b for the allowable travel time (see par. U5160-F) from the passenger port of debarkation to the TDY station.

***NOTE:*** When a dependent(s) accompanies the member and/or picks up a POV from the designated storage facility, the travel and transportation allowances for the dependent(s) are computed using par. U4605.

## ★ U5815 STORAGE FACILITIES

A. Designated Storage Facilities. The Services, through the Secretarial Process, may designate storage facilities (see par. U5805).

B. Personally Procured POV Storage. An eligible member may be reimbursed for storing one POV at a commercial facility (see par. U5805). Commercial facilities include facilities at which anyone may store a POV (i.e., not limited to the particular member or service members in general.) A member who stores a POV at a non-commercial facility shall not be reimbursed for the costs associated with the vehicle's storage or transportation to/from storage. (For example, storage in a private residence garage or on a private lot does not constitute storage at a commercial facility.)

## U5820 FACTORS AFFECTING STORAGE OF POV

A. Orders Amended, Modified, Canceled or Revoked. A POV stored or shipped after receipt of PCS orders may be removed and shipped or transshipped to the proper destination, including the old or current PDS, at Government expense, if PCS orders are later amended, modified, canceled, or revoked. If less than 12 months remain on the OCONUS tour, the POV may not be removed from storage for shipment. The same exceptions in par. U5317 apply.

B. Storage Before Orders Issued. Storage of a POV is permitted before PCS orders are issued to an eligible member, provided the request is supported by a written statement:

1. from the PCS order-issuing official or the designated representative that the member was advised before such orders were issued that they would be issued,
2. signed by the applicant agreeing to remit the entire cost of storage if PCS orders to authorize storage are not issued later,
3. signed by the applicant agreeing to pay any additional costs for transshipment of the POV to another storage facility required because the new PDS named in the orders is different than that named in the statement required in item 1.

The length of time before PCS orders are issued, during which a member may be advised that the PCS orders shall be issued, may not exceed the relatively short period between the time when a determination is made to order the member to make a PCS and the date the orders are actually issued. General information furnished to the member concerning the issuance of PCS orders before the determination is made to actually issue the orders (such as time of eventual release



from active duty, time of expiration of term of service, date of eligibility for retirement, date of expected rotation from foreign OCONUS duty, etc.) may not be considered as advice that the orders shall be issued (52 Comp. Gen. 769 (1973)).

**U5825 EXCESS COST COLLECTION**

Excess storage costs, incurred by the Government due to the member's negligence or choice, must be collected (see par. U1010-B8).

**U5830 CONTINUED POV STORAGE AFTER ENTITLEMENT ENDS**

A POV may remain in storage, at Government expense, for 90 days after return from a foreign OCONUS PDS or TDY on a contingency operation. Storage charges accrued after the 90 days are at the member's expense, unless additional storage is authorized/approved by the Secretarial Process.

**U5835 CARE AND STORAGE**

The Government's responsibility begins when the POV is accepted for storage and continues until the POV is delivered to the member.



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**PART J: REST AND RECUPERATION (R&R) LEAVE AND SPECIAL REST AND RECUPERATIVE (SR&R) ABSENCE TRANSPORTATION**

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<u>Paragraph</u>	<u>Contents</u>
U7300	<b>Funded Rest and Recuperative (R&amp;R) Leave Transportation</b> A. Policy B. Eligibility C. R&R Locations/Destinations D. Transportation
U7305	<b>Transportation for SR&amp;R Absence</b> A. Entitlement B. Eligible Members C. Authorized Transportation

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**PART K: TRAVEL AND TRANSPORTATION**

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<u>Paragraph</u>	<u>Contents</u>
U7325	Travel and Transportation to Receive Non-Federally Sponsored Honor Awards
U7326	Allowable Expenses
U7327	Travel and Transportation for an Individual to Accompany a Member
U7328	Reimbursement

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**PART L: MEMBERS ON DUTY WITH ANOTHER DEPARTMENT OR AGENCY**

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<u>Paragraph</u>	<u>Contents</u>
U7350	General

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**PART M: MEMBERS WHOSE ENLISTMENT IS VOIDED**

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<u>Paragraph</u>	<u>Contents</u>
U7375	General
U7376	Implementing Regulations

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**PART N: ABSENTEE, STRAGGLER OR OTHER MEMBERS WITHOUT FUNDS**

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<u>Paragraph</u>	<u>Contents</u>
U7400	<b>Prior Orders</b> A. General B. Transportation and/or Meal Tickets Previously Furnished
U7401	<b>No Prior Orders, or Deserter With or Without Prior Orders</b>

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**PART O: MEMBER TRAVEL AND TRANSPORTATION INCIDENT TO  
DISCIPLINARY ACTION AND TRAVEL OF PRISONERS AND THEIR GUARDS**

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<u>Paragraph</u>	<u>Contents</u>
U7450	<b>Disciplinary Action</b> A. Transportation B. Meals
U7451	<b>Prisoners and Guards</b> A. Travel and Transportation of Prisoners and Their Guards B. Paroled Prisoners C. Prisoners on "Commandant's Parole"

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**PART P: TRANSPORTATION OF MEMBERS DISCHARGED FROM SERVICE  
UNDER OTHER THAN HONORABLE CONDITIONS**

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<u>Paragraph</u>	<u>Contents</u>
U7500	<b>General</b>
U7501	<b>No Confinement Involved</b>
U7502	<b>Upon Parole or Release from United States Military Confinement Facility</b>
U7503	<b>Upon Parole or Release from an OCONUS Confinement Facility</b>
U7504	<b>Transportation Allowances to a Place Other Than the HOR or Place from Which Called (or Ordered) to Active Duty</b>
U7505	<b>Upon Parole or Release from Civil Confinement in CONUS</b>
U7506	<b>Convicted Personnel Awaiting Completion of Appellate Review</b> A. Involuntary Leave B. TDY Travel C. Member Restored to Duty D. Final Separation Travel

**PART H: LEAVE TRAVEL AND TRANSPORTATION****U7200 LEAVE BETWEEN CONSECUTIVE OVERSEAS TOURS (COT)**

A. Entitlement. Eligible members and their eligible dependents, if any, are entitled to the travel and transportation allowances authorized in Chapter 5, Parts B and C, for COT leave travel between authorized locations. Members and dependents may travel together or independently. **NOTE: No cruise or tour packages.**

1. Eligible Members. An eligible member is one stationed OCONUS who is ordered to:
  - a. consecutive tour of duty at the same (old) PDS, or
  - b. make a PCS between OCONUS PDSs to serve the prescribed tour at the new PDS and either:
    - (1) one of the tours is unaccompanied, or
    - (2) both tours are accompanied and the total time to be served at the PDSs at least equals the sum of the unaccompanied tour lengths for their PDSs.
2. Eligible Dependents. An eligible dependent is one who:
  - a. is a dependent as defined in Appendix A (except a child described in item 9 of the definition) on
    - (1) the last day of the member's first tour at the old OCONUS PDS; or
    - (2) the effective date of the member's PCS to the new OCONUS PDS;
  - b. is command sponsored for both tours;
  - c. is/was (in the case of deferred leave travel and evacuated dependents) located at or in the vicinity of the member's old OCONUS PDS; and
  - d. accompanies the member during both tours.
3. Authorized Locations
  - a. Travel between authorized locations is travel:
    - (1) between the old OCONUS PDS and an authorized destination, and return, if serving consecutive tours at the old PDS; or
    - (2) from the old to the new OCONUS PDSs via an authorized destination.
  - b. An authorized destination is the member's HOR or a place no farther distant. In addition, the Secretarial Process may authorize/approve any other destination.
  - c. A member and/or dependents may return to the old PDS at Government expense from an authorized destination to drive a POC to a new PDS.
  - d. The Secretarial Process may authorize/approve travel and transportation allowances for a member who travels via a designated place as prescribed in subpar. U5120-G.
  - e. When members and/or dependents are temporarily absent from the PDS and do not return before beginning COT leave travel, see subpars. U5120-B or C (members) and U5218 (dependents).

B. Scheduling. COT leave travel should occur between the OCONUS tours, in conjunction with PCS travel, if any. A member and/or dependents traversing CONUS incident to a PCS may perform COT leave travel after PCS travel only if separate COT leave travel is authorized/approved in accordance with Service regulations. Otherwise, a member may elect to defer COT leave, but COT leave travel must begin within a year after the member

1. begins the consecutive tour at the old OCONUS PDS, or
2. reports to the new OCONUS PDS.

***Exception to Time Limit for Contingency Operation: (Effective 1 November 1995)*** If unable to travel within a year because of duty in connection with a contingency operation, members and dependents may defer travel for an additional year after that duty ends.

C. Reimbursements

1. Member-Procured Transportation

a. *A member, directed to use Government or Government-procured transportation for COT leave travel, who procures other transportation at personal expense, shall not be reimbursed.*

b. Reimbursement to a member not directed to use Government or Government-procured transportation who procures common carrier transportation at personal expense shall not exceed the Government or Government-procured transportation cost, as appropriate, for the official distance (see subpar. U5105-C).

c. When the Service concerned authorizes/approves POC use, a member is entitled to MALT PLUS under subpar. U5105-B.

2. Travel Status. A member is in a travel status (see par. U2200-B) during direct travel between authorized locations. For other travel undertaken for personal convenience, a member's travel status is limited to constructive period equal to that required for direct travel between authorized locations by available transportation.

3. No Entitlement. There is no travel and transportation entitlement under this paragraph if:

- a. travel is to other than an authorized location, or
- ★ b. a member elects:
  - (1) transportation under par. U7305, or
  - (2) either option available in lieu of transportation under par. U7305.

**U7205 TRANSPORTATION IN PERSONAL EMERGENCIES**

A. Entitlement. Eligible members on emergency leave and eligible dependents with personal emergencies (as determined under DODD 1327.5 (Leave and Liberty) for DoD Services and/or Service regulations (see par. U1010-B9)) are entitled to transportation between authorized locations. They are entitled to commercial transportation if space-required Government transportation is not reasonably available.

1. Reimbursement for transportation costs shall not exceed the cost of Government-procured commercial air transportation between authorized locations.

1. Members. A member is eligible for FEML if stationed at an authorized FEML PDS (see Appendix S) for 24 consecutive months or more.
2. Dependents. Dependent(s) are eligible for FEML if they:
  - a. are command sponsored, and
  - b. reside with the member at the FEML PDS.

C. Limitation

1. Number of FEML Trips.

- a. The number of FEML trips eligible members/dependents may take depends on the member's tour length, as shown in the table below:

<u>Tour Length</u>	<u>Number of FEML Trips Authorized</u>
a. at least 24 months, but less than 36 months	1
(1) tour <i>extended</i> at least 12 months	1 additional
b. at least 36 months.	2
(1) tour <i>extended</i> for any length of time	0 additional

- b. No more than 2 FEML trips are authorized for any overseas tour including extensions to that tour.
- c. Personnel taking *IPCOT assignments* are entitled to additional FEML trips based on the above table.

2. Time Limitation. FEML travel by members/dependents should not be performed within 6 months of the beginning or the end of the tour. Major commands are authorized, on a case-by-case basis, to waive the six-month rule when appropriate.

D. FEML Locations/Destinations. For a list of authorized FEML locations/destinations, see Appendix S.

1. FEML Location. A PDS where FEML is authorized, listed in Appendix S.
2. Authorized Destination. The destination location authorized for a FEML PDS, listed in Appendix S.
- ★ 3. Alternate Destination(s). A destination location, or multiple destination locations, (other than the authorized destination listed in Appendix S) a member selects.

4. Location Designation/Recertification

- a. Designating Authorities. The following are designating authorities for FEML locations/destinations:

- (1) DoD Services: USD (P&R);
- (2) NOAA: Director, NOAA Corps;
- (3) PHS: Office of the Assistant Secretary for Health (OSG, DCP)
- (4) U.S. Coast Guard: Commandant (G-WPM), U.S. Coast Guard

- b. Designation Requests. DoD Services forward designation requests through Unified Command channels to USD (P&R). USD (P&R) must recertify FEML location/destination designations every two years.
- c. Recertification Requests. Forward recertification requests through Unified Command channels to reach USD (P&R) ***before*** the indicated recertification date..

E. Transportation

- 1. Member/Dependent. Members and dependents may travel together or independently.
- 2. Restrictions. A member/dependent(s) taking a FEML trip:
  - a. must use military air transportation on a space available basis if reasonably available to the authorized/alternate destination, or
  - b. may use commercial air transportation if military air transportation is not reasonably available\*, and
  - c. may not use cruise or tour packages.

**\* *NOTE: Commanders must determine "reasonable availability" after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the member) that affect scheduling FEML.***

- 3. Procurement. Commercial air transportation may be purchased by the Government or member (see par. U3120).

★ 4. Reimbursement. Reimbursement for transportation to alternate destination(s) shall not exceed the cost of Government-procured transportation between a member's FEML PDS and the authorized destination.

- 5. Transportation Funded by a Host Government. If a member/dependent(s) receives transportation funded by a host government that is comparable to FEML, they are not eligible for a FEML trip.

**U7210 CONVALESCENT LEAVE TRANSPORTATION**

A. Entitlement. A member, traveling for convalescent leave for illness or injury incurred while eligible for hostile fire pay or imminent danger pay under 37 U.S.C.. §310, is entitled to transportation allowances for one trip:

- 1. from the place of medical treatment in the United States to a place selected by the member and authorized/approved by the Secretarial Process, and
- 2. from the selected place to the place of original medical treatment or to a different medical treatment facility.

B. Transportation Allowances. A member performing travel under subpar. A is entitled to select:

- 1. transportation in kind or Government-procured transportation,
- 2. reimbursement for the commercial transportation cost when the member travels at personal expense, or
- 3. the automobile mileage rate for the official distance.

Government transportation or Government-procured transportation is furnished and used to the maximum extent practical. Reimbursement under item 2 is subject to Chapter 3, Part B, for land travel and par. U5116-D for



**PART J: REST AND RECUPERATION (R&R) LEAVE AND SPECIAL REST AND  
RECUPERATIVE (SR&R) ABSENCE TRANSPORTATION****U7300 FUNDED REST AND RECUPERATIVE (R&R) LEAVE TRANSPORTATION**

A. Policy. The policy for designating locations eligible for funded R&R leave transportation is established in DoD Directive 1327.5, subsection 6.17. (37 U.S.C. §411c). This transportation may not be combined with TDY travel.

B. Eligibility. A member is eligible if assigned to a designated location outside the United States. The number of R&R leaves authorized is:

- a. Standard Tour: One per 12-month period.
- b. Contingency Tour: One per contingency tour.

C. R & R Locations/Destinations. For a list of authorized R&R locations/destinations, see Appendix T.

1. R&R Location. To qualify a location must meet the requirements of DoDD 1327.5 as follows:

- a. a dependent-restricted tour area;
- b. designated for hostile fire or imminent danger pay;
- c. in an area in which entry of members on official or unofficial travel is controlled; and
- d. an area where ordinary annual leave programs are restricted for reasons of military necessity.

2. R&R Destination. The R&R destination authorized for an R&R location listed in Appendix T.

3. Alternate Destination. A R&R destination other than the R&R destination listed in Appendix T that a member selects.

4. Location Designation/Redesignation

a. Designating Authorities. The following may designate R&R locations/destinations:

- (1) DoD Services: OASD (MPP);
- (2) NOAA: Director, NOAA Corps;
- (3) PHS: Office of the Assistant Secretary for Health (OSG, DCP);
- (4) U.S. Coast Guard: Commandant (G-WPM), U.S. Coast Guard.

b. Designation Requests. DoD Services must send designation requests through Unified Command channels to OASD (MPP). OASD (MPP) must redesignate R&R location/destination designations every two years.

c. Redesignation Requests. DoD Services must send redesignation requests through Unified Command channels to reach OASD (MPP) **before** the indicated redesignation date.

D. Transportation

1. Uniformed Members only2. Restrictions. A member taking a R&R trip may use:

- a. military air transportation on a space required basis if reasonably available to the R&R/alternate destination, or
- b. commercial air transportation if military air transportation is not reasonably available,\* and
- c. may not use cruise or tour packages to and from the authorized destination.

\* **NOTE:** Commanders must determine “reasonable availability” after considering mission requirements, frequency and scheduling of flights, and other relevant circumstances (including those personal to the member) that affect scheduling.

3. Procurement. Commercial air transportation must be in accordance with par. U3120.4. Reimbursement. Reimbursement shall not exceed the cost of Government-procured transportation between a member’s duty station and the authorized destination as determined in subpar. C2.5. Time Limitation

- a. Standard Tour: Member must have served more than 90 days in the R&R location prior to taking 1<sup>st</sup> R&R leave.
- b. Contingency Tour: Member must have served at least 60 days in the R&R location prior to taking R&R leave.

**U7305 TRANSPORTATION FOR SR&R ABSENCE**

A. Entitlement. Under regulations prescribed by the Secretary concerned, eligible members may elect up to 15 days of SR&R absence (DoD Directive 1327.5, subsec. 6.18.) and round-trip transportation at Government expense between an OCONUS PDS and the nearest CONUS port (10 U.S.C. §705(b)).

B. Eligible Members. Enlisted members of the armed forces must meet the following requirements of DoDD 1327.5:

1. are entitled to basic pay,
2. have a specialty designated for SR&R purposes,
3. complete a tour of duty at a designated OCONUS PDS,
4. extend that tour for not less than a year, and
5. do not elect a non-transportation option under 10 U.S.C. §705.

C. Authorized Transportation. Round-trip Government or Government-procured transportation is authorized, and if possible, members must use them. Otherwise, round-trip transportation procured by the member per par. U3120 is authorized with reimbursement for:

1. transoceanic travel and overland air travel under subpar. U5116-D,
2. overland surface travel at actual cost, and
3. travel by POC at actual cost as in subpar. U3305-B.

## CHAPTER 9 STATION ALLOWANCES

### PART A: DEFINITIONS

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<u>Paragraph</u>	<u>Contents</u>
U9000	<b>Definition of Terms as Used in This Chapter</b>
	A. Member With Dependents
	B. Member Without Dependents
	C. Sharer
	D. Station Allowances
	E. Vicinity
	F. Foreign Meals or Lodging
	G. Basic Allowance for Housing - II (BAH-II)
	H. Family Separation Housing (FSH)

### PART B1: OVERSEAS HOUSING ALLOWANCE (OHA) AND INTERIM HOUSING ALLOWANCE

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<u>Paragraph</u>	<u>Contents</u>
U9100	<b>General</b>
	A. Purpose
	B. Allowances Payable
U9101	<b>OHA Start/Stop</b>
	A. Start
	B. Stop
	C. Secretarial Extensions
U9102	<b>Concurrent Payment of OHA and TLA</b>
U9103	<b>OHA Entitlement Incident to PCS Between PDSs in Close Proximity</b>
U9104	<b>OHA Continuation Following Member's Death</b>
U9105	<b>Determining Monthly Rent</b>
	A. General
	B. Sharers
U9106	<b>Utility/Recurring Maintenance Allowance</b>
	A. Utility/Recurring Maintenance Allowance Categories
	B. Determining Whether Rent Includes All, No, or Some Utilities
	C. Rent Includes All Utilities
	D. Rent Includes No Utilities or Member is a Homeowner
	E. Rent Includes Some Utilities

U9107	<b>MIHA</b> A. General B. MIHA Rules and Information
U9108	<b>OHA Entitlement for a Member in a Nonpay Status</b>
U9109	<b>OHA Entitlement for a Member Without Dependents</b> A. General B. Noncommand Sponsored Dependents in Vicinity of PDS
U9110	<b>OHA Entitlement for Members With Dependents</b> A. Member Paying Child Support Assigned Government Quarters B. OHA Reduction C. Dependents Arrive Before Member
U9111	<b>Members Occupying Government Trailers or Rental Guarantee Housing</b>
U9112	<b>Geographic OHA Locations</b>
U9113	<b>Computation Data</b>
U9114	<b>Submission of Housing Reports</b>
U9115	<b>Interim OHA</b> A. General B. Conditions
U9116	<b>Advance Payment of OHA and Interim OHA</b> A. Entitlement B. Amount C. Liquidation D. Rate Protection for Advance Rent
U9117	<b>Station Allowances for Members of the Reserves</b>

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**PART B2: COST OF LIVING ALLOWANCE (COLA)**

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<b><u>Paragraphs</u></b>	<b><u>Contents</u></b>
U9150	<b>COLA</b> A. Purpose B. Allowances Payable
U9151	<b>COLA Start/Stop</b> A. Start B. Stop C. Secretarial Extensions

U9152	<b>Concurrent Payment of COLA and TLA</b> A. General B. COLA Paid and Not Deducted from TLA C. COLA Paid But Deducted from TLA
U9153	<b>COLA Entitlement Incident to PCS Between PDS in Close Proximity</b>
U9154	<b>COLA Entitlement for a Member Without Dependents</b> A. Government Mess Availability B. Leave Periods C. Underway Periods and TDY Assignment to Ships and Afloat Units
U9155	<b>Noncommand Sponsored Dependents in Vicinity of PDS</b>
U9156	<b>Fractional COLA for a Member Without Dependents</b>
U9157	<b>COLA for Member With Dependents</b> A. General B. Dependents Arrive Before Member
U9158	<b>Geographic COLA Locations</b>
U9159	<b>Submission of COLA Reports</b>
U9160	<b>Station Allowances for Members of the Reserves</b>

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**PART C: TEMPORARY LODGING ALLOWANCE (TLA)**

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<b><u>Paragraphs</u></b>	<b><u>Contents</u></b>
U9200	<b>General</b>
U9201	<b>Conditions Under Which Payable</b> A. General B. Responsibilities of Overseas Commander
U9202	<b>Allowance Upon Initial Assignment</b> A. General B. Entitlement When Member and Dependents Entitled to Monetary Allowance in Lieu of Transportation Plus Flat Per Diem C. Entitlement When Entitled to Per Diem Under Chapter 4, Part B D. Entitlement When Member Arrives Before Dependents E. Entitlement During Period of Hospitalization F. Additional Entitlement

- U9203 Allowance Under Special Conditions**
- A. Member Must Vacate Established Permanent Quarters in PDS Vicinity
  - B. Period of Deployment While Away from PDS
  - C. Entitlement When Tour Converted
  - D. Member Acquires Dependents
- U9204 Allowance Upon Departure**
- A. General
  - B. Dependents Depart Before Member
  - C. Delayed Departure
  - D. Early Termination of Permanent Housing
  - E. Member Detaches from Ship Away from Homeport
  - F. Period of TDY or Deployment While Away from Old PDS
  - G. Entitlement Before Orders Issued
  - H. Entitlement During Period of Hospitalization
- U9205 Effect of Leave or Permissive TDY on Entitlement to TLA**
- U9206 Old and New PDSs in Close Proximity or in Same Country**
- A. General
  - B. New PDS Within Commuting Distance
- U9207 Rates Payable, Computation Procedures and Examples**
- A. General
  - B. Temporary Lodging Not Available at PDS
  - C. Temporary Lodging Furnished by Government Contractors
  - D. Temporary Lodging Occupied in Facilities Under Government Jurisdiction
  - E. Computation of TLA
  - F. TLA While Quarters Being Renovated
  - G. TLA When Permanent Quarters Lack a Stove and/or Refrigerator
  - H. Temporary Quarters Contain Facilities for Preparing and Consuming Meals
  - I. Examples of TLA Computations
- U9208 Advance Payment**

## **PART D: MISCELLANEOUS CONDITIONS AFFECTING PAYMENT OF ALLOWANCES**

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### **Paragraphs**

### **Contents**

- U9300 Members Assigned to Ships or Fleet Units**
- A. Member With Dependents Assigned to Duty Aboard a Ship or Other Fleet Unit
  - B. Member Assigned to Duty Aboard Two-Crew Submarine (SSBN)
  - C. Fractional COLA for Member Without Dependents
  - D. Officer Without Dependents Assigned to Sea Duty-Quarters Become Uninhabitable (Not Applicable to Coast Guard Except When Operating as a Service in the Navy)

1. Old PDS Outside the United States. If the old PDS is outside the United States, OHA entitlement begins on the day one or more dependents arrive, except that OHA is not paid for any day before the date PCS orders are issued.

2. Old PDS in the United States. Except as provided in par. U9301-D, if the old PDS is in the United States, entitlement begins on the day the dependents arrive if on or after the effective date of the PCS orders, or the date the member departs the United States, whichever is later.

3. Homeport Change

a. Old PDS Outside the United States. If a member:

- (1) is currently assigned to a ship or other fleet unit with an announced homeport change, or
- (2) is in receipt of PCS orders to a ship or other fleet unit with an announced change of homeport, and
- (3) the dependents are authorized travel to the new homeport,

the new homeport of the ship or unit is the member's PDS for OHA purposes effective on the date dependents arrive (65 Comp. Gen. 888 (1986)).

b. Old PDS in the United States. If a vessel having a homeport outside the United States is at a port in the United States on the date a member reports for duty, the date of reporting is the day of departure from the United States. When a member:

- (1) is assigned to a ship or other fleet unit with an announced homeport change, or
- (2) is in receipt of PCS orders to a ship or other fleet unit with an announced change of homeport, and
- (3) the dependents are authorized travel to the new homeport,

the new homeport of the ship or unit is the member's PDS for OHA purposes effective on the date dependents arrive (65 Comp. Gen. 888 (1986)).

4. OHA When the PCS Orders are Changed While the Member is En Route. When orders amending original orders direct assignment to a different PDS are received before the member joins dependents, OHA entitlement for the initial location terminates the day the dependents depart for the new PDS. See par. U9101-C for OHA entitlement for the initial location after 60 days after the effective date of the new orders. OHA at the rate set for a member with dependents at the new PDS begins on the day dependents arrive there.

#### U9111 MEMBERS OCCUPYING GOVERNMENT TRAILERS OR RENTAL GUARANTEE HOUSING

Unless provided in Appendix K, no housing allowance is payable to a member occupying housing constructed under the Rental Guarantee Housing Program as authorized in Sec. 302 of the Act of July 14, 1952 (66 Stat. 622) or Government owned trailers purchased under Sec. 408 of the Act of September 1, 1954 (68 Stat. 1126), or any other statute.

#### ★ U9112 GEOGRAPHIC OHA LOCATIONS

The PDS geographic location governs the OHA rate payable unless otherwise specified. Geographic locations are determined as outlined in Appendix K, Part I, par. A. For specific OHA rates, select 'Rates,' 'Overseas Housing Allowances (OHA),' 'Appendix K Tables' on the PDTATAC website at: <http://www.dtic.mil/perdiem>.

#### U9113 COMPUTATION DATA

OCONUS commanders, or their designated representatives, shall periodically furnish data required for authorizing, changing and terminating OHA for each OCONUS locality within their jurisdictions as required by Appendix M, or PDTATAC.

#### U9114 SUBMISSION OF HOUSING REPORTS

For submission of housing reports, see Appendix M.

#### U9115 INTERIM OHA

A. General. A member who is required to procure non-Government family type housing before dependents arrive is entitled to OHA as a member with dependents for a period starting on the procurement date and stopping either 60 days later, or on the day

before the day the dependents arrive in the PDS vicinity, whichever occurs first. The Secretarial Process may authorize/approve entitlement beyond the 60-day maximum when it's factually determined that delayed dependent arrival was for reasons beyond the member's control. Entitlement under this paragraph is not affected by assignment to or use of Government quarters. A member entitled to OHA under this paragraph is not thereafter entitled to TLA authorized in par. U9200. OHA as a member without dependents is not payable during the period a member is entitled to an allowance under this paragraph.

B. Conditions. The interim OHA is payable only when supported by a statement of the commanding officer, or an officer designated by the commanding officer for that purpose, that the member:

1. has applied for dependent transportation to the PDS;
2. was required by an order or regulation of general application within the command to procure non-Government family-type housing as a condition precedent to the acceptance of the application; and
3. has procured evidence of rental or purchase payments, as appropriate, for the period for which the allowance is claimed.

#### **U9116 ADVANCE PAYMENT OF OHA AND INTERIM OHA**

##### **A. Entitlement**

1. Advance Rent of Less Than 4 Months, Security Deposits, and/or Initial Expenses. The Senior Officer in-country or the Senior Officer's designated representative, may authorize an advance payment of OHA or the interim OHA to pay advance rent (see subpar 2. below), security deposits, and/or initial expenses incident to occupying non-Government housing. This is in addition to any BAH II advance provided. For the purpose of advance rent (less than 4 months), advance OHA or interim OHA may be authorized only when local law, or customary and usual practice of the majority of local nationals, requires rent to be paid in advance upon execution of a private lease. Personal preference is not grounds for authorizing advance rent payment. Advance OHA is not authorized for lease arrangements wherein the member lives rent free after making a one-time payment to the landlord with the anticipation that the rental amount shall be either completely or substantially refunded at lease

termination. The advance may be made at any time during the member's tour. It also may be authorized when a member has located housing incident to PCS orders.

2. Advance Rent 4 Months to One Year. Rental advances of 4 or more months may be made only for the locations authorized by PDTATAC. Rental payments should be made on a month to month basis. Requests for a rental advance of more than 4 or more months are considered for approval if the requirement for the advance rent exists due to:

- (a) law,
- (b) local custom for everyone, including local nationals, or
- (c) economic (i.e., market) conditions preclude availability of secure housing, as confirmed by the U.S. Embassy.

Requests for rental advances of 4 or more months must be authorized/approved by the PDTATAC. Requests must be forwarded through the Country Senior Officer/Command in Appendix M and the Unified Commander to:

Director  
Per Diem, Travel and Transportation  
Allowance Committee  
Hoffman Building #1, Room 836  
2461 Eisenhower Avenue  
Alexandria, VA 22331-1300

B. Amount. The amount to be advanced shall be determined on the basis of housing expenses, including advance rent and a security deposit, and the authorized OHA, or interim OHA. Housing expenses shall be documented. The member's ability to repay the advance must be considered in determining the amount of the advance. While the amount to be advanced should not exceed the estimated OHA total for 1 year, a larger amount may be authorized if needed to cover anticipated housing expenses. In no case shall the advance payment exceed:

1. the anticipated housing expenses, or
2. the OHA or interim OHA accruable for the member's tour at that PDS,

whichever is less. Expenses identified by a member for purchase of real estate or living accommodations shall not be considered.



different PDS are received before a member joins dependents, COLA entitlement for the initial location terminates the day the dependents depart for the new PDS. COLA entitlement for the initial location cannot extend beyond 60 days after the effective date of the new orders unless specifically extended by the Secretarial Process. COLA at the rate set for a member with dependents at the new PDS begins on the day dependents arrive there.

★ **U9158 GEOGRAPHIC COLA LOCATIONS**

The PDS geographic location governs the COLA index payable unless otherwise specified.

Geographic locations are determined as outlined in Appendix J, Part I, par. A. For specific COLA indexes, follow the instructions in Appendix J to access COLA Tables on the PDTATAC website at: <http://www.dtic.mil/perdiem>.

**U9159 SUBMISSION OF COLA REPORTS**

For submission of COLA reports, see Appendix M.

**U9160 STATION ALLOWANCES FOR MEMBERS OF THE RESERVES**

See par. U7150-H regarding station allowances application to members of the reserves called or ordered to active duty, or active duty for training.



7. family-type housing owned or leased by the U.S. Government.

**NOTE 1:** *Government quarters include guest houses, officers clubs, operations hotels, bachelor officers quarters, visiting officers quarters, or similar quarters facilities located at a military activity, quarters aboard a Corps of Engineers floating plant on a Navy Mine Defense Laboratory offshore platform. Also included are family type quarters owned or leased by the U.S. Government, whether occupied as a guest or as a principal.*

**NOTE 2:** *Standards of adequacy are prescribed by the Office, Secretary of Defense, and implemented by appropriate Service regulations.*

**GOVERNMENT TRANSPORTATION.** Transportation facilities owned, leased, or chartered, and operated by the U.S. Government for transportation on land, water, or in the air. (*Also see GOVERNMENT CONVEYANCE.*)

**GOVERNMENT TRANSPORTATION REQUEST (GTR) (Standard Form 1169).** A Government document used to procure common carrier transportation services. The document obligates the Government to pay for transportation services provided.

**GROUP TRAVEL.** A movement either on PCS or on TDY of three or more travelers in a group for which transportation is furnished by the Government from one point of origin to a single destination under one order specifically designated by the order-issuing official as a "group travel order." (**NOTE:** *A group travel status may be designated between any points en route, provided that the order specifically indicates the points between which a group travel status applies.*)

**HOME OF RECORD (HOR).** The place recorded as the home of the individual when commissioned, appointed, enlisted, inducted, or ordered into a tour of active duty.

**NOTE 1:** *The place recorded as the home of the individual when reinstated, reappointed, or reenlisted remains the same as that recorded when commissioned, appointed, enlisted or inducted or ordered into the tour of active duty unless there is a break in service of more than one full day. Only if a break in service exceeds one full day may the member change the HOR.*

**NOTE 2:** *Travel and transportation allowances are based on the officially corrected recording in those instances when, through a bona fide error, the place originally named at time of current entry into the Service wasn't in fact the actual home. Any such correction must be fully justified and the home, as corrected, must be the actual home of the member upon entering the Service, and not a different place selected for the member's convenience.*

**NOTE 3:** *An officer, who received a commission or warrant from an enlisted grade or was called to active duty as an officer while serving as an enlisted member and erroneously designated the place where then serving as the HOR, may be paid allowances to the HOR in the enlistment papers upon subsequent separation from the Service or release from active duty. The member must certify erroneous designation of a duty station or a nearby place as the HOR at time of commission whereas the HOR was in fact the place shown in the enlistment papers.*

**HOME OF SELECTION (HOS).** The place selected by a member as the member's home upon retirement (including transfer to the Fleet Reserve or Fleet Marine Corps Reserve), under the conditions stated in JFTR, par. U5130-A1.

- ★ **HOUSEHOLD GOODS (HHG).** Items (*except those listed in 2 and the NOTE*) associated with the home and all personal effects belonging to a member and dependents on the effective date of the member's PCS or TDY orders that legally may be accepted and transported by an authorized commercial transporter.

1. HHG also include:

- a. PBP&E not needed for the performance of official duties at the next or a later destination;

- b. spare parts for a POV (see definition in this Appendix) and a pickup tailgate when removed;
- c. integral or attached vehicle parts that must be removed due to high vulnerability to pilferage or damage (e.g., seats, tops, winch, spare tires, portable auxiliary gasoline can(s), and miscellaneous associated hardware);
- d. consumable goods for members ordered to locations listed in Appendix F;
- e. vehicles other than POVs (such as motorcycles, mopeds, jet skis, hang gliders, snowmobiles, and their associated trailers, and golf carts);
- f. boats; and
- g. ultralight vehicles defined in 14 C.F.R. Sec 103.1 as single occupant; for recreation or sport purposes; weighs less than 155 pounds if unpowered or less than 254 pounds if powered; fuel capacity NTE 5 gallons; airspeed NTE 55 knots; and power-off stall speed NTE 24 knots.

2. HHG do not include:

- a. personal baggage when carried free on tickets;
- b. automobiles, trucks, vans and similar motor vehicles; airplanes; mobile homes; camper trailers; and farming vehicles (see Chapter 5, Part E for POV shipment);
- c. live animals including birds, fish and reptiles;
- d. articles that otherwise would qualify as HHG but are acquired after the effective date of PCS orders, except:
  - (1) bona fide replacements of articles that have become inadequate, worn out, broken, or unserviceable on or after the effective date of orders, but before the date the bulk of the HHG are released to the transportation officer or carrier for transportation when purchased in the United States for transportation, to an OCONUS PDS with authorization/approval through the Secretarial Process (43 Comp. Gen. 514 (1964)); or
  - (2) replacement HHG items, in cases in which the original HHG shipment is destroyed or lost, through no fault of the member, during transportation incident to a change of TDY station or PDS (68 Comp. Gen. 143 (1988));
- e. cordwood and building materials (B-133751, November 1, 1957 and B-180439, September 13, 1974);
- f. HHG for resale, disposal or commercial use rather than for use by the member and dependents; and
- g. privately owned live ammunition (B-130583, May 8, 1957).

★ **NOTE:** *Local laws or carrier regulations may prohibit commercial transportation of certain articles not included in 2. These articles frequently include:*

- a. *property liable to impregnate or otherwise damage equipment or other property (e.g., hazardous articles including explosives, flammable and corrosive materials, poisons);*
- b. *articles that cannot be taken from the premises without damage to the article or the premises;*
- c. *perishable articles (including frozen foods), articles requiring refrigeration, or perishable plants unless;*

- (1) *delivery is to be accomplished within 24 hours from the time of loading,*
- (2) *no storage is required, and*
- (3) *no preliminary or en route services (e.g., watering or other preservative method) is required of the carrier.*

**HOUSEHOLD GOODS TRANSPORTATION.** See *TRANSPORTATION, HHG.*

**INACTIVE DUTY TRAINING.**

1. Inactive duty that is:
  - a. duty prescribed for members of a Reserve component by the Secretary concerned, or
  - b. special additional duty authorized for members of a Reserve component by an authority designated by the Secretary concerned and performed by them on a voluntary basis in connection with prescribed training or maintenance activities of the units to which they are assigned.
2. The duties in A above, when performed by members of the National Guard, including:
  - a. unit training assemblies;
  - b. training or other duty the member is required to perform, with or without the member's consent. This includes appropriate duty or equivalent training and additional flying training periods, and similar duty and/or training.

**NOTE 1:** *This term does not include work or study for a correspondence course of a uniformed service.*

**NOTE 2:** *For pay purposes, inactive duty training must be performed under orders, cover a specific assignment, and have a prescribed time limit.*

**INITIAL ACTIVE DUTY TRAINING.** The initial active duty training of a non-prior service enlistee, that is performed during a period of not less than 12 weeks and produces a trained member in a military specialty.

**IN PLACE CONSECUTIVE OVERSEAS TOUR (IPCOT).** A prescribed tour following the completion of an initial OCONUS tour (including voluntary extensions) that a member agrees to serve at the same PDS. (**NOTE:** *The effective date of an IPCOT order is the first day of duty on the new tour. No PCS movement is involved.*)

**INVITATIONAL TRAVEL.** See *TRAVEL, INVITATIONAL.*

**INVOLUNTARILY SEPARATED.** Members denied reenlistment or involuntarily discharged under other than adverse conditions as those conditions are characterized by the Secretary concerned, for a member of the Army, Navy, Air Force, or Marine Corps who was on active duty or full time National Guard duty on 30 September 1990, and for a member of the Coast Guard who was on active duty after 30 September 1994.

**NOTE 1:** *Whether or not a discharge is under adverse conditions for DoD personnel is determined by referring to the reasons for separation as well as the character of the member's service. This is determined in accordance with DoD Directive 1332.14 for enlisted members and DoD Directive 1332.30 for officers, and in appropriate Coast Guard directives for Coast Guard personnel.*

**NOTE 2:** *To qualify for transition benefits, a member must be separated involuntarily:*

1. *under honorable conditions and,*

2. *for enlisted members, not for reasons of misconduct, separation in lieu of court-martial, or for other reasons established by the military department concerned for which service normally is characterized as under other than honorable conditions, or*
3. *for officers, not for resignation in lieu of trial by court-martial, or misconduct or moral or professional dereliction if the discharge could be characterized as under other than honorable conditions.*

Each Secretary concerned, without further delegation, may designate certain categories of involuntary retirements as also eligible.

**ITINERARY, VARIATION IN.** A change in routing of travel or points of TDY in connection with official business, justified by the mission's nature and requirements.

**KEY BILLET.** An OCONUS position (officers or warrant officers only) of extremely unusual responsibility for which it has been determined the continued presence of the incumbent is absolutely essential to the mission of the activity or unit or to the United States' presence in that area. (***NOTE:*** *Approval authority for key billet designation is Joint Chiefs of Staff, USD(P&R), or the Secretary concerned.*)

**LAST DUTY STATION.** For the purpose of computing a member's own travel allowances on separation, the last duty station (permanent or temporary) where the member was, in fact, on duty, or a hospital, if the member was undergoing treatment there.

**LOCAL MOVE.** As used in Chapter 4, Part G, and Chapter 5, Part D, a move

1. involving HHG drayage or shipment for a short distance between residences ;
2. to or from a NTS facility in the area of the member's PDS;
3. in the area of the member's last PDS when the member is authorized a final move during a separation or retirement;
4. incident to reassignment or PCS to a new PDS near the old PDS;
5. between residences within a metropolitan area; or
6. not during a PCS, a move between residences within the daily commuting distance of the PDS.

***NOTE:*** *A local move of HHG includes necessary packing, crating, hauling, unpacking and uncrating .*

**LOCALITY RATES.** Maximum per diem rates prescribed for specific localities.

**LODGINGS-PLUS PER DIEM SYSTEM.** The method of computing per diem allowances for official travel. The per diem allowance for each travel day is established on the basis of the actual amount the traveler pays for lodging, plus an allowance for meals and incidental expenses (M&IE), the total of which does not exceed the applicable maximum per diem rate for the location concerned.

**MEMBER (UNIFORMED SERVICES).** A commissioned officer, commissioned warrant officer, warrant officer, and enlisted person, including a retired person, of the Uniformed Services. (***NOTE:*** *"Retired person" includes members of the Fleet Reserve and Fleet Marine Corps Reserve who are in receipt of retainer pay.*)

**MILEAGE (ALLOWANCE).** A rate per mile in lieu of reimbursement of actual expenses of operation of a POC. Mileage allowance rates are:

1. privately owned automobile \$0.31,

2. privately owned motorcycle \$0.26, and
3. privately owned airplane \$0.88.

**MISSING STATUS.** The absence status of a member who is officially carried or determined to be:

1. missing;
2. missing in action;
3. interned in a foreign country;
4. captured, beleaguered, or besieged by a hostile force; or
5. involuntarily detained in a foreign country.

**MIXED MODES, TRANSPORTATION.** Travel using two or more of the following modes:

1. Personally-procured commercial transportation,
2. POC (including on a PCS, a rental vehicle procured at personal expense),
3. Government-procured commercial transportation,
4. Government transportation.

**MOBILE HOME.** A mobile dwelling constructed or converted and intended for use as a permanent residence and designed to be moved, either self-propelled or towed. It includes a house trailer, a privately-owned railcar converted for use as a residence (51 Comp. Gen. 806 (1972)), and a boat a member uses as the place of principal residence (62 Comp. Gen. 292 (1983)), as well as all HHG and PBP&E contained in the mobile home and owned or intended for use by the member or the members' dependents.

**NONCOMMAND SPONSORED DEPENDENT.** Dependents not authorized/approved to reside with a member at an OCONUS location.

**NONFOREIGN OCONUS AREA.** The states of Alaska and Hawaii; the Commonwealths of Puerto Rico and the Northern Mariana Islands; American Samoa; Baker Island; Guam, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands; Navassa Island, Palmyra Atoll, the Virgin Islands and Wake Island. (***NOTE: The Trust Territories of the Pacific Islands are not included.***)

**NONTEMPORARY STORAGE (NTS) OF HHG.** Long term storage of HHG in lieu of transportation. NTS includes necessary packing, crating, unpacking, uncrating, transportation to and from place of storage, storage, and other directly related necessary services.

**OCONUS.** Outside CONUS.

**OFFICER.** A commissioned officer, commissioned warrant officer, and warrant officer, either permanent or temporary (including temporary officers whose permanent status is enlisted) of a Uniformed Service.

**OFFICIAL STATION.** *See PERMANENT DUTY STATION.*

**OPEN MESS.** A nonappropriated fund activity providing essential messing, billeting, and recreation for military personnel and their dependents.

**ORDER-ISSUING OFFICIAL.** *See AUTHORIZING/ORDER-ISSUING OFFICIAL.*

**OVERSEAS. See OCONUS.**

**PER DIEM ALLOWANCE.** The per diem allowance (*Also referred to as subsistence allowance*) is a daily payment instead of reimbursement for actual expenses for lodging, meals and related incidental expenses. The per diem allowance is separate from transportation expenses and other miscellaneous expenses. The per diem allowance covers all charges, including taxes (*except taxes for lodging in CONUS -see NOTE 1 below*) and service charges where applicable, for:

1. **Lodging.** The term "lodging" includes expenses for overnight sleeping facilities (including Government quarters); baths; personal use of the room during daytime, telephone access fee; and service charges for fans, air conditioners, heaters and fires furnished in room when such charges are not included in the room rate. The term "lodging" does not include accommodations on airplanes, trains, buses or ships. These costs are included in the transportation cost and are not lodging expenses.

*(NOTE 1: The maximum amount allowed for lodging in CONUS (see Appendix D) does not include an amount for lodging taxes. Taxes for lodging in CONUS are a separately reimbursable travel expense. The maximum amount allowed for lodging OCONUS (see Appendix B) includes an amount for lodging taxes. Lodging taxes for lodging OCONUS are not separately reimbursable.)*

2. **Meals.** Includes the cost of breakfast, lunch and dinner and related tips and taxes (specifically excluded are alcoholic beverage and entertainment expenses, and any expenses incurred for other persons).
3. **Incidental Expenses.** Such expenses include:
  - a. fees and tips to bellhops, maids, porters, and baggage persons in hotels, stewards or stewardesses and others on vessels, and hotel servants in foreign countries (see par. U3610-C for reimbursement of fees and tips incurred at transportation terminals);
  - b. personal laundry and cleaning and pressing of clothing (*not reimbursable when travel is within CONUS – see NOTE 2, below*);
  - c. telegrams and telephone calls necessary to reserve lodging accommodations;
  - d. mailing cost associated with filing travel vouchers and payment of Government travel charge card billings;
  - e. local transportation (i.e., bus, subway) expenses between places of lodging or duty and places where meals are taken if suitable meals cannot be obtained at the TDY site (*NOTE: If, in the opinion of the order-issuing authority, suitable meals cannot be obtained at the TDY site and reimbursement in the incidental expenses for the cost of travel to obtain suitable meals is inadequate, reimbursement may be authorized/approved under Chapter 3, Part F and Chapter 4, Part F.*);
  - f. taxes (*except taxes for lodging in CONUS see -NOTE 1 above*) and service charges on any of the expenses in items 1 through 3f;
  - g. in addition to the expenses in items 1 through 3g, any other necessary expenses related to rooms, lodging, or valet service (other than barbers, hairdressers, manicurists or masseurs) which are listed in the account.

*(NOTE 2: The cost for laundry, dry cleaning and pressing of clothing is not included as an incidental expense within the per diem/AEA authorized/approved for travel in CONUS. It is included as an incidental expense within the per diem/AEA authorized/approved for travel OCONUS.)*

**PER DIEM, REDUCED. See REDUCED PER DIEM.**



**PERMANENT CHANGE OF STATION (PCS).** In general, the assignment, detail, or transfer of a member or unit to a different PDS under competent orders that do not specify the duty as temporary, provide for further assignment to a new PDS, or direct return to the old PDS; included are:

- 1 (for the purpose of DLA), relocation of a household due to military necessity or Government convenience within the corporate limits of the same city or town in connection with a transfer between activities;
2. a change in the homeport of a vessel or mobile unit;
3. change from home or from the PLEAD to the first PDS upon:
  - a. appointment or reappointment (including reinstatement) to the regular Service from civilian life or from a Reserve component;
  - b. call to active duty for 20 or more weeks or call to active duty for training (see par. U2145-C and D for exceptions) for 20 or more weeks;
  - c. being recalled to active duty from the Fleet Reserve or the Fleet Marine Corps Reserve, or from retirement (including TDRL);
  - d. enlistment or induction into the Service (regular or during emergency); and



**★ APPENDIX J****COST-OF-LIVING ALLOWANCES (COLA)****PART II - COST OF LIVING ALLOWANCES INDEXES**

For current geographic COLA information, please see the PDTATAC website at:

*<http://www.dtic.mil/perdiem>*

**For Table I (Annual Compensation for Members With/Without Dependents):**

on the PDTATAC website, select 'Rates,' 'Overseas Cost of Living Allowance (COLA),' 'COLA - Annual Compensation Tables,' 'PaytablesYY.pdf' (where YY is the last two digits of the year)

**Table II (Average Annual Spendable Income Table):**

on the PDTATAC website select 'Rates,' 'Overseas Cost of Living Allowance (COLA),' 'COLA - Annual Compensation Tables,' 'Spendable-Income-Table.pdf'

**Table III (Cost-of-Living Allowances – COLAs):**

on the PDTATAC website select 'Rates,' 'Overseas Cost of Living Allowance (COLA),' 'Appendix J Tables'



## ★ APPENDIX K

## PART I

## OVERSEAS HOUSING ALLOWANCE (OHA)

For current geographic locality OHA rates, please see the PDTATAC website at:

*<http://www.dtic.mil/perdiem>*

A. General. The OHA provides to members assigned OCONUS (except Hawaii and Alaska) a monthly allowance which is based on the difference between their BAH-II, or FSH, and total housing costs. This allowance is authorized for members with and without dependents. Monthly OHA is based on comparing the cost of rent, up to a rental ceiling at a PDS, plus the average utility/recurring maintenance allowance with the member's BAH-II or FSH, whichever the member is entitled to at the OCONUS PDS. Paragraph G contains specific computational steps and examples of how allowances are calculated. A briefing sheet and a list of move-in housing expenses which are considered in allowance development follow Example IV in this Appendix. The briefing sheet and the list should be provided to members covered by the OHA program. Appendix K tables list alphabetically by country all areas presently authorized OHA. Where only a country or island is listed, it includes all territory within the boundaries of that country or island, including any offshore islands in the same general vicinity. It includes only the overseas dependencies and possessions of countries that are specifically listed. When a political subdivision smaller than a country is listed, such as state, province, department, city, village, etc., it includes the corporate limits of that political subdivision or the limits of the territory within its normal boundary if not incorporated. In cases of doubt, the "OTHER" rates, where listed, shall be used. When no allowances are listed for grades O-7 through O-10, allowances set for grade O-6 apply to these grades.

B. Rental Allowance Ceiling. Unless all or a significant portion of utilities are included in rent, the maximum amount of monthly rent which shall be considered in computing the amount of OHA payable is contained in Table I. When all or a portion of the utility allowance entitlement is withheld because utilities are included in rent, the amount withheld is added to the appropriate rental ceiling when computing the rental portion of the OHA. The rental allowance ceiling for members with dependents is based on actual rental costs of members with command sponsored dependents residing in privately-leased housing. These ceilings ordinarily cover actual rental costs for 80 percent of the members assigned to an area. Accordingly, rental ceilings are subject to change each time rental cost data is reviewed. Where sufficient data are available, rents are arrayed by grade from highest to lowest with ceilings ordinarily set at the 80th percentile. The ceiling for members without dependents is determined by multiplying the members with dependents ceiling by 90 percent, unless a different percentage or an actual dollar amount is indicated in Table I. In computing OHA, the actual rent paid determines the amount to be considered under paragraph G. If the member is a homeowner, a derived "rent" is computed by dividing the original purchase price by 120 (settlement costs, fees for title search, other legal and related costs must be excluded from the original purchase price). If the member is a sharer as defined by par. U9000-C, the member's monthly rent is determined by dividing the total monthly rent charged by the number of sharers occupying the dwelling place.

C. Utility/Recurring Maintenance Allowance. A utility/recurring maintenance allowance is provided in Table I for each allowance area. It is based on average expenses reported by members with dependents who pay for all or a majority of their utilities. Members who share a dwelling, as defined by par. U9000-C, are entitled to a pro rata share of the set utility/recurring maintenance allowance while members without dependents who do not share are entitled to 75 percent. However, this allowance is subject to elimination or reduction if all or part of utilities are included in rent (see par. U9106). Where part or all of this allowance is eliminated, that amount is added to the appropriate rental ceiling when computing the rental allowance. Whether a member is separately entitled to all, part or none of the utility/recurring maintenance allowance noted above is based on responses to the utility questions on DD Form 2367, Individual OHA Report. When a member checks question 7c indicating that some utilities are

included in rent, a UTILITY POINT SCORE and appropriate utility/recurring maintenance allowance are computed as shown in items 1 and 2.

1. Based on the climate code of the duty location (Appendix K Tables) and responses to the utility/service inquiries listed under question 7c of DD Form 2367, a UTILITY POINT SCORE is computed for the member. This score determines the amount of utility/recurring maintenance allowance entitlement. Using the appropriate climate code column in the table shown below, the member is credited with UTILITY POINTS for each utility/service inquiry listed under question 7c that was not checked.

	Climate Code (See Table I)		
	3 (Hot)	2 (Moderate)	1 (Cold)
Electricity	3	3	3
Heating	1	2	3
Air conditioning	3	2	1
Water	1	1	1
Trash disposal	1	1	1

2. When the total UTILITY POINT SCORE is developed, it is matched to the following table which determines the percentage of the utility/recurring maintenance allowance noted in par. U9106 to which the member is entitled.

If UTILITY POINT SCORE is	member is entitled to the following percentage of allowance indicated in <u>par. U9106</u>
0	0
1-2	25
3-4	65
5-9	100

The climate codes noted above are defined as follows:

Code 1 (COLD) - long-term mean temperature of 45 degrees F or colder;

Code 3 (HOT) - long-term average of 69 degrees F or warmer, except when long-term average for one or more months of the year drops to 45 degrees F or colder. In such instances, a climate code of 2 is assigned; and

Code 2 (MODERATE) - all other climates.

D. Move-In Housing Allowance (MIHA). The MIHA in Table 1 is based on average expenses reported by members. This allowance is determined by computing expenses members typically incur associated with moving into privately leased/owned dwellings. The MIHA is paid in a lump-sum when quarters are first occupied (See Appendix N for specific information). Attached at the end of this briefing sheet is a list of reportable move-in expenses.

E. Specified Fixed Rate of Exchange. At some duty stations members pay monthly rent at a specified fixed rate of exchange (dollar equivalency contract) for the duration of the lease, rather than at a fluctuating rate of exchange for the duration of the lease. When required by local custom or when housing available within commuting distance of a member's duty station, as defined by DoDI 4165.45, Determination of Family Housing Requirements, can be obtained only through use of a dollar equivalency contract, the member's commanding officer or designated representative should enter the following statement in Part B of DD Form 2367, Individual Overseas Housing Allowance Report: "Dollar equivalency contract required. No other housing option available to member." The

member should enter the U.S. dollar equivalent of the monthly rent rather than the local currency amount in item 5 of DD Form 2367.

F. Recertification. All members entitled to an OHA must have their housing cost data, as reported on DD Form 2367, Individual OHA Report, recertified annually.

G. Computation of OHA. To determine OHA, follow these steps:

**STEP 1:** Determine the member's monthly rent in U.S. dollars. When rent is paid in foreign currency, convert to dollars by using the "Rate of Exchange" factor in Table I. If the member is a sharer as defined by par. U9000-C, the member's rent is a pro rata share of total rent.

**STEP 2:** Locate the appropriate rental allowance ceiling for the member's grade shown under "Maximum Rental Allowance Ceilings" in Table I. For members entitled to without dependents rental ceiling, use the appropriate percentage or dollar amount specified in Table I. If rent includes all utilities (question 7b checked on DD Form 2367), add the utility/recurring maintenance allowance to the maximum rental allowance ceiling. If rent includes some but not all utilities (question 7c checked on DD Form 2367), add the amount computed in STEP 3 to the maximum rental allowance ceiling.

**STEP 3:** Locate the average utility/recurring maintenance allowance from Table I, subject to par. U9106. The following conditions apply.

- a. Rent includes all utilities (question 7b checked on DD Form 2367): Member is not entitled to a separate utility/recurring maintenance allowance; however, this allowance is added to the rental allowance ceiling determined in STEP 2.
- b. Rent includes no utilities (question 7a checked on DD Form 2367): A member with dependents who is not a sharer is entitled to the full utility/recurring maintenance allowance. A member without dependents who is not a sharer is entitled to 75 percent of the utility/recurring maintenance allowance. A member with or without dependents who is a sharer, as defined by par. U9000-C, is entitled to a pro rata share of the utility/recurring maintenance allowance shown in Table I.
- c. Rent includes some utilities (question 7c checked on DD Form 2367): Member might not be entitled to full utility/recurring maintenance allowance. Obtain "Climate Code" from Table I and refer to par. U9106 for the methodology used to determine the utility/recurring maintenance allowance entitlement. If not entitled to the full utility/recurring maintenance allowance, the amount to which the member is not entitled is added to the maximum rental allowance ceiling ascertained in STEP 2.

**STEP 4:** Compare monthly rent computed in STEP 1 with rental allowance ceiling ascertained in STEPS 2 and 3. If rent in STEP 1 is less than the rental allowance ceiling in STEPS 2 and 3, then rent in STEP 1 is used to compute OHA. If the rent in STEP 1 is greater than the rental allowance ceiling calculated in STEPS 2 and 3, the rental allowance ceiling calculated in STEPS 2 and 3 is used to compute OHA.

**STEP 5:** Deduct from the sum in STEP 4 the member's BAH-II or FSH, whichever applies. If the result is negative or zero, the member receives no OHA. If the result is positive, the member receives an OHA equal to the amount of this result.

The following examples are for illustrative purposes only. All numbers and allowances are hypothetical and reflect monthly amounts.

**EXAMPLE I**

**Situation:** A member in grade O-3 with dependents is stationed at a locality where the utility/recurring maintenance allowance is \$120 and the MIHA/Miscellaneous allowance is \$510. Member is required to pay 1-month's rent to a real estate agent and the local service housing authority certifies that the charges are typical. The member's monthly rent is \$450. The locality has a climate code 2 (moderate), and it has been determined that the member's UTILITY POINT SCORE is 5. The member receives a BAH-II of \$375.

**Solution:**

**STEP 1:** The member's monthly rent is \$450.

**STEP 2:** Determine the maximum rental allowance ceiling for the member from Table I. In this example, the rental ceiling is \$425.

**STEP 3:** Determine the member's utility/recurring maintenance allowance from Table I. In this case, use \$120. Using the point scoring method (contained in par. U9106) the member has a UTILITY POINT SCORE of 5 (neither electricity - 3 points - nor air conditioning - 2 points - are provided by the landlord). Therefore, the member is entitled to a full allowance of \$120.

**STEP 4:** Find member's MIHA/Miscellaneous allowance in Table I. In this case; use \$510. In addition, member has a reimbursable rent-related expense equal to one month's rent, in this case \$450. Member has provided to the local finance office the bill from the rental agent for one month's rent. Member is directly reimbursed for this expense.

**STEP 5:** Member's monthly BAH-II is \$375.

**STEP 6:** Compare the member's rent of \$450 (from STEP 1) to member's maximum rental allowance ceiling of \$425 (from STEP 2). In this case use the member's rental allowance of \$425.

**STEP 7:** Add the member's rent of \$425 (from STEP 6) and the utility/recurring maintenance allowance of \$120 (from STEP 3). The total is \$545.

**STEP 8:** To compute the member's monthly OHA, subtract BAH-II of \$375 from the total allowance of \$545 (from STEP 7). The result is \$170. In addition, the member receives a one-time lump-sum payment of \$960 under MIHA (from STEP 4).

**EXAMPLE II**

**Situation:** Three enlisted members, all without dependents, share a house with a Federal civilian employee entitled to a Living Quarters Allowance (LQA). The enlisted members are in grades E-7, E-5 and E-4. The monthly rent is \$1800. The monthly utility/recurring maintenance allowance at their locality is \$160. The locality has a climate code 3 (HOT), and it has been determined that the members' UTILITY POINT SCORE is 8. The MIHA/Miscellaneous allowance is \$360. The BAH-II for the E-7, E-5 and E-4, is \$300, \$250 and \$225, respectively.

**Solution:**

**STEP 1:** Determine each member's rent. Since, in accordance with par. U9000-C, there are four sharers, each member's rent is \$450 (\$1,800/4).

**STEP 2:** Determine the maximum rental allowance ceiling for each member from Table I. In this example, the rental ceilings shown in Table I for members with dependents are \$750, \$665 and \$500 for grades E-7, E-5 and E-4, respectively. Table I also notes that members without dependents are entitled to 90



percent of the members with dependents rental ceiling. By multiplying these ceilings by 90 percent, it is determined that the appropriate ceilings are \$675, \$599 and \$450 for the E-7, E-5 and E-4, respectively.

- STEP 3:** Determine the utility/recurring maintenance allowance from Table I. In this case, use \$160. Since the members' total UTILITY POINT SCORE is 8, collectively they are entitled to the full utility/recurring maintenance allowance of \$160. Since there are four sharers, each member's portion of the utility/recurring maintenance allowance is \$40.
- STEP 4:** Each member in this example is entitled to a one-time MIHA/Miscellaneous payment of \$360.
- STEP 5:** Determine members' monthly BAH-IIs. In this case, the BAH-II for the E-7, E-5 and E-4 is \$300, \$250 and \$225, respectively.
- STEP 6:** Compare each member's rent of \$450 (from STEP 1) to each member's maximum rental allowance ceiling, which for the member in grade E-7 is \$675, for grade E-5 is \$599 and for grade E-4 is \$450. For each member, the rental amount to be used in computing OHA is \$450.
- STEP 7:** To each member's rental amount (from STEP 6) add the utility/recurring maintenance allowance of \$40 (from STEP 3). For each member, the total amount is \$490 (\$450 + \$40).
- STEP 8:** To compute each member's monthly OHA, subtract each member's BAH-II from the total allowance determined in STEP 7. The result for grade E-7 is \$190 (\$490 - \$300), for grade E-5 \$240 (\$490 - \$250), and for grade E-4 \$265 (\$490 - \$225). Additionally, each is entitled to a one-time lump-sum MIHA/Miscellaneous payment of \$360.

### **EXAMPLE III**

**Situation:** A member in grade O-4 is married to a member in grade O-2. The member in grade O-4 claims their children as dependents. The utility/recurring maintenance allowance at the locality where both members are assigned is \$180. The monthly rent for the dwelling occupied by both members is \$1100. The locality has a climate code 1 (COLD), and it has been determined that the members' UTILITY POINT SCORE is 7. The BAH-II for the member in grade O-4 is \$425 and for grade O-2 is \$340. Each member is entitled to a MIHA/Miscellaneous allowance.

#### **Solution:**

- STEP 1:** Determine each member's monthly rent. In accordance with par. U9000-C, each member's rent is \$550 (\$1,100/2).
- STEP 2:** Determine the maximum rental allowance ceiling for each member from Table I. In this example, the rental ceiling for the member in grade O-4 is \$600, and for grade O-2 is \$450 (90 percent of the published with-dependent ceiling of \$500).
- STEP 3:** Determine the member's utility/recurring maintenance allowance from Table I. In this case, the established allowance is \$180. Since the members are sharers, each member is entitled to a pro rata share of the allowance, which is \$90 (\$180/2).
- STEP 4:** Determine members' monthly BAH-IIs. In this case use \$425 for grade O-4 and \$340 for grade O-2.
- STEP 5:** Compare each member's rent of \$550 (from STEP 1) to each member's rental allowance ceiling of \$600 for grade O-4 and \$450 for grade O-2 (from STEP 2). In this case, \$550 is used in computing the OHA for member in grade O-4 and \$450 for member in grade O-2.

**STEP 6:** Add to each member's rental amount (from STEP 5) the utility/recurring maintenance allowance (from STEP 3). For grade O-4 this sum is \$640 (\$550 + \$90) and for grade O-2 \$540 (\$450 + \$90).

**STEP 7:** To compute each member's monthly OHA, subtract BAH-II from the total amount calculated in STEP 6. The result for grade O-4 is \$215 (\$640 - \$425) and grade O-2 is \$200 (\$540 - \$340).

#### **EXAMPLE IV**

**Situation:** A member in grade O-3 is unaccompanied and is not a sharer as defined in par. U9000-C. The utility/recurring maintenance allowance at the locality where the member is assigned is \$160 and the MIHA/Miscellaneous allowance is \$625. In addition, member pays a real estate agent's fee of 2-month's rent. The local service housing authority has certified that a rental agent's fee equivalent to 1-month's rent is typical. The monthly rent for the dwelling occupied by the member is \$600. The locality has a climate code 2 and it has been determined that the member's UTILITY POINT SCORE is 2. The FSH for the member in grade O-3 is \$350.

#### **Solution:**

**STEP 1:** The member's rent is \$600.

**STEP 2:** Determine the maximum rental allowance ceiling for the member from Table I. In this example, the rental ceiling set for grade O-3 in Table I is \$725, 90 percent of which is \$653.

**STEP 3:** Determine the member's utility/recurring maintenance allowance from Table I. In this case, the established allowance is \$160. Since member is unaccompanied, use \$120 (75 percent of \$160). Since the member has a UTILITY POINT SCORE of 2, member is entitled to 25 percent of \$120, or \$30. The remainder of the utility/recurring maintenance allowance, \$90, is added to the member's rental ceiling of \$653 determined in Step 2, for a derived rental ceiling of \$743.

**STEP 4:** Ascertain member's MIHA/Miscellaneous allowance from Table I. In this case use \$625. In addition, member has a rent-related expense of \$1200 for real estate agent's fee, equivalent to 2-months rent. However, the local service housing authority has certified that a real estate agent's fee equivalent to 1-month's rent is typical. Therefore, only \$600 vice \$1,200 is reimbursable under MIHA/Rent. Total amount member is entitled to under MIHA is \$1,225 (\$625 for MIHA/Miscellaneous + \$600 for MIHA/Rent).

**STEP 5:** Member's monthly BAH-II is \$350.

**STEP 6:** Compare the member's rent of \$600 (from STEP 1) to member's derived rental allowance ceiling of \$743 (from STEPS 2 and 3). In this case, \$600 is used in computing the OHA for the member.

**STEP 7:** Add the member's rental amount of \$600 (from STEP 6) to the utility/recurring maintenance allowance of \$30 (from STEP 3). The total is \$630 (\$600 + \$30).

**STEP 8:** To compute the member's monthly OHA, subtract BAH-II of \$350 from the total allowance of \$630 (from STEP 7). The result is \$280 (\$630 - \$350). In addition, member is entitled to a one-time lump-sum MIHA payment of \$1225, from STEP 4.



